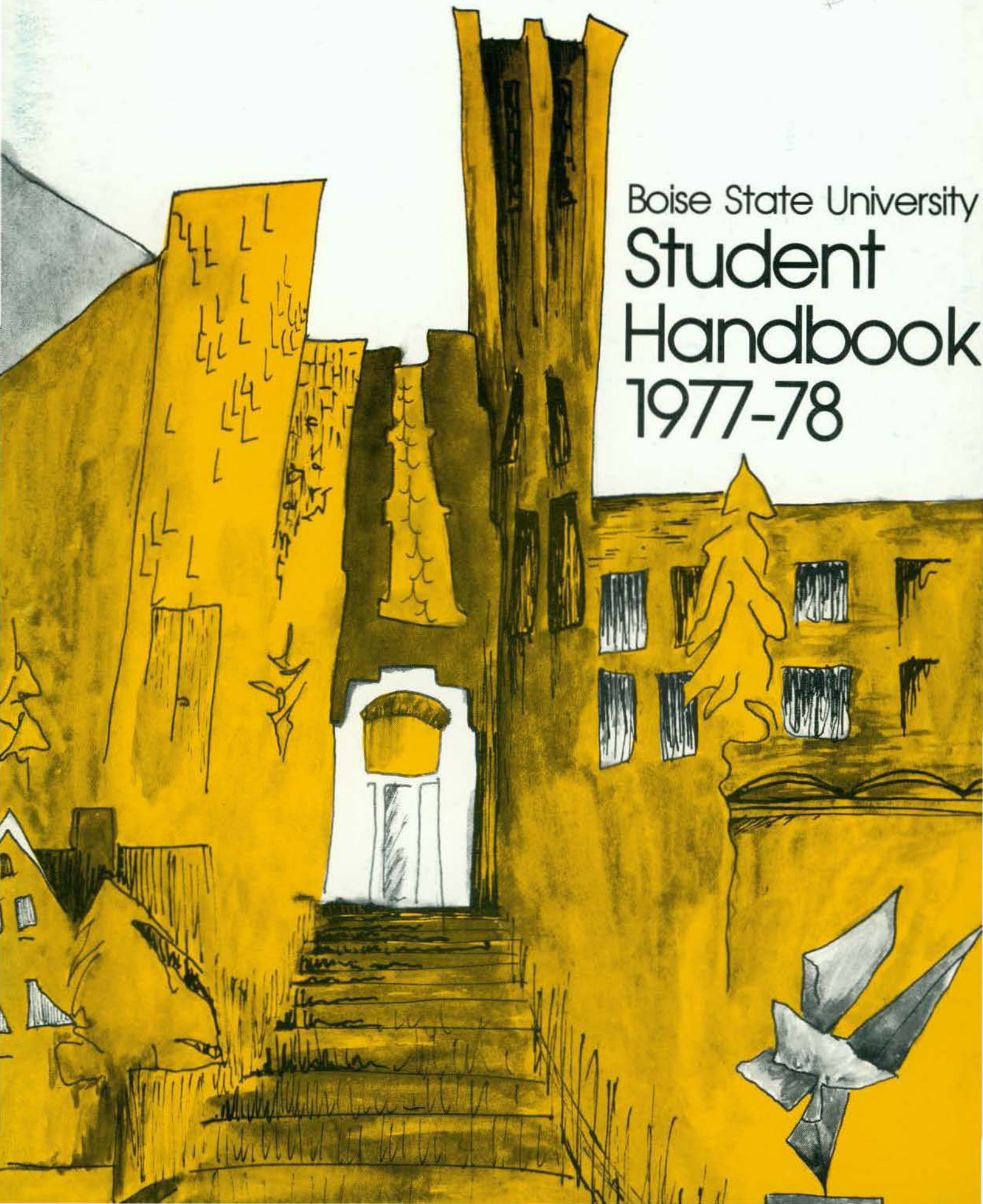


DPH

Boise State University  
**Student  
Handbook  
1977-78**



# Student Handbook



## 1977-1978

**ASBSU Student Handbook Committee:**

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*It is the policy of Boise State University to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, or sex in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 799-A and 845 of the Public Health Service Act, where applicable, as enforced by the U.S. Department of Health, Education, and Welfare.*

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# General Student Information



# WHERE TO FIND HELP

<b>If You Need To:</b>	<b>Go See:</b>	<b>Or Phone:</b>
Get help with your curriculum, drop or change a class	Your Advisor	
Withdraw from the University (drop all classes)	Dean of Student Advisory and Special Services 114 Administration Building	385-1583
Change your address, a class (drop or add), transcripts, grades	Registrar's Office 102 Administration Building	385-3486
Find off-campus employment	Career and Financial Services 117 Administration Building	385-1664
Find on-campus employment	Career and Financial Services 117 Administration Building	385-1445
Inquire about scholarships, loans and grants	Career and Financial Services 117 Administration Building	385-1445
Pay room and board	Housing Cashier Window 209 Administration Building	385-1612
Pick up on-campus employment check Pay late registration fee Bills payable to the University	Cashier's Window 209 Administration Building	385-1212
See a doctor	Student Health Center	385-1459
Rent camping equipment	Outdoor Activities, SUB	385-1456
Buy books, paper, supplies, etc.	Your Campus Store SUB, 1st Floor	385-1254
Get a haircut, go bowling, get a snack	Student Union Building 1st Floor	
Have your picture taken	Photo Bureau Arbiter Office, SUB	385-3401
Speak with ASB Officers on student issues	ASB Offices 2nd Floor, SUB	385-1440
Speak with ASB Senators on student issues	Senate Offices 2nd Floor, SUB	385-1909
Find out about minorities on campus	Minority Cultural Center 2256 University Drive	385-3979
Find legal counsel or other student services	Dept. of Student Services 1st Floor, SUB	385-3753
Submit an ad or article to the Arbiter	Arbiter Office 2nd Floor, SUB	385-3401
Know about veterans' programs	Office of Veterans Affairs 114 Administration Building	385-1679
Know what's happening today on campus	Information 123 Administration Building	385-1111
Talk about a problem concerning: housing, landlord, roommates, etc. or	Director of Student Residential Life 110 Administration Building	385-3986

Tutoring, petitions, academic, or personal situations	Dean of Student Advisory and Special Services 114 Administration Building	385-1583
Personal, vocational, academic counseling	Counseling Center 2nd Floor Library 247	385-1601
Problems concerning discrimination	Affirmative Action Director 307 Business Building	385-3689
Any grievance with any other member or group at the University	Director of Student Activities Programs Office, SUB	385-1224
Parking Regulations	Parking Control 204 Administration Building	385-1681
Questions about campus	Information Booth Student Union Building	385-1448
SUB Paging Service	Information Booth - SUB	385-1108
Scheduling BSU facilities	See Page 20 of Student Handbook	

## Scholarship Parking System

(1) All "prime" parking spaces in the academic core of the Boise State University campus will be sold on a first come/first served basis to faculty, staff and students. Revenue derived from these sales will be channeled to a scholarship fund for superior students. Spaces will be sold for \$30.00 per year or portion thereof, for nine month contract people. Twelve month fiscal year people may purchase reserved space at \$35.00 per year. Purchase price must be paid in its entirety when decal is issued. Two dollars (\$2.00) of each of the \$30.00 and \$35.00 will go into a parking maintenance fund, five dollars (\$5.00) of the \$35.00 will go into a security fund, and the balance to scholarships. The nine month reserved spaces will revert to open parking for general decals in the summer months. Parking spaces will be pre-numbered and will be incorporated in the following lots.

- a. Administration Building
- b. Library Building
- c. Music Building
- d. Liberal Arts Building East
- e. Student Union Building
- f. Health Center
- g. Towers Lot - partial

(2) **No reserved places will be given free to faculty, staff or students. All spaces will be sold.** Visitor spaces will be provided in each lot for bona fide visitors to the campus. Spaces will also be allotted to service vehicles.

(3) Pre-numbered parking spaces in designated lots will go on sale August 1 for renewals and remain on sale through registration for new

sales. Cutoff on sale of parking spaces will be effective September 16, 1977.

(4) Parking spaces purchased will be valid from 7:00 a.m.-5:00 p.m. daily except Saturday and Sunday.

(5) Violators in pre-numbered spaces will be assessed a **\$7.50 fine**. This penalty may be increased to tow-away after November 15, 1977.

(6) Persons purchasing pre-numbered parking spaces may park in open parking areas on occasion as the need arises without penalty.

(7) Faculty, staff and students not purchasing pre-numbered spaces may park in any open area, including the Towers Lot and campus streets, after the purchase of a regular decal. This decal is \$3.00 for the year or any portion thereof.

(8) Handicapped students, faculty or staff members may purchase a pre-numbered space for the price of \$3.00 on written advice from their physician.

(9) Each person purchasing space will be issued two (2) decals carrying their assigned number for their registered vehicles.

(10) **The Stadium Lot will be the only parking available without decals.** This will enable visitors, seminar participants, special meeting groups, etc. to park without violation.

(11) Enforcement will be administered by the City of Boise, with customary appeal rights to the City Traffic Court.

(12) Each person purchasing a pre-numbered space will have first option to repurchase the same

space the following year up until August 12. After this date the space will go on sale to anyone during registration.

(13) Purchase of a pre-numbered space does not guarantee the space will always be available. Every effort will be made, however, to enforce the program.

(14) Motorcycles will be required to park in designated cycle parking and not in regular vehicle spaces. Motorcycle decals will be \$3.00 per year.

(15) Each dormitory resident owning and/or operating a motor driven vehicle is required to register the vehicle with Parking Control Office. In addition, he must obtain a dormitory decal. The decal is to be placed next to the required Student Parking Decal on the left rear bumper. The parking decal cost is \$3.00; there is no charge for the dormitory decal.

(16) University Court parking is for the married students of University Courts only. Each apartment is entitled to one space in this parking area. Visitors to this area are required to park outside of the University Courts parking lot. University Courts residents owning and/or operating a motor-driven vehicle must have a University Court decal. This decal is free and can be obtained at the Parking Control Office. It is to be placed on the left rear bumper. Each apartment is allowed only one (1) University Court decal.

(17) Touche Ross & Co., auditors for Boise State University, have stated that \$28.00 of the \$30.00 or \$35.00 is tax deductible on itemized income statements.

# IMPORTANT DATES

## FALL SEMESTER 1977

August 25-27 ..... Registration  
August 29, Monday ..... Classes begin. 100 % tuition refund less \$15 if withdrawal is made before 8:00 p.m.  
September 5, Monday ..... Labor Day - Holiday - No classes.  
September 12, Friday ..... Last day to add new courses for credit or to change from audit to credit except with consent of instructor. Last day to register late except by petition. Last day for 75 % tuition refund upon complete withdrawal by 4:00 p.m.  
September 26, Monday ..... Last day for 50 % tuition refund upon complete withdrawal by 4:00 p.m. No refunds after this date.  
October 28, Friday ..... Only mid-semester report of unsatisfactory progress for students will be mailed. All faculty are required to have mid-semester grades available upon request of any student.  
November 5, Saturday ..... Homecoming  
November 11, Friday ..... **LAST DAY FOR COMPLETE WITHDRAWAL BY 4:00 p.m.**  
November 24-27 ..... Thanksgiving Day - Holiday - No classes Thursday and Friday.  
November 28, Monday ..... Last day to add classes. Last day to register by petition.  
December 16, Thursday ..... Classroom instruction ends.  
December 19-22 ..... Semester Exams  
December 22, Tuesday ..... Fall Semester ends (10:00 p.m.). Residence Halls close (11:00 p.m.).

## SPRING SEMESTER 1978

January 12-14 ..... Registration  
January 16, Monday ..... Classes begin. 100 % tuition less \$15 if complete withdrawal is made before 8:00 p.m.  
January 27, Friday ..... Last day to add new courses for credit or to change from audit to credit except with consent of instructor. Last day to register except by petition. Last day for 75 % tuition refund upon complete withdrawal by 4:00 p.m.  
February 13, Monday ..... Last day for 50 % tuition refund upon complete withdrawal by 4:00 p.m. No refunds after this date.  
February 17, Friday ..... Last day to file application with Registrar for graduation.  
March 10, Friday ..... Mid-semester report of unsatisfactory progress for all students will be mailed. All faculty are required to have mid-semester grades available upon request of any student.  
March 13-19 ..... Spring Vacation  
March 24, Friday ..... **LAST DAY FOR COMPLETE WITHDRAWAL BY 4:00 p.m.**  
April 20, Thursday ..... Last day to add classes. Last day to register by petition.  
May 5, Friday ..... Classroom instruction ends.  
May 8-11 ..... Semester Exams  
May 11, Thursday ..... Spring Semester ends (5:00 p.m.). Residence Halls close (6:00 p.m.).  
May 14, Sunday ..... Commencement

## ASBSU DATES FOR:

### Homecoming King and Queen Candidates

September 15, 1977 ..... Applications available at SUB Programs Office  
October 10 ..... Petitions and 5x7 black and white photographs of candidates must be turned in to Programs Office NO LATER THAN 4:00 p.m.  
October 11 ..... Candidate Orientation 4 p.m. in Nez Perce Room. Mandatory attendance of candidate or official representative. Official representative must have **written authorization** from the candidate to act on behalf of that candidate.  
October 20 ..... Absentee Voting  
October 26-27 ..... Elections  
November 5 ..... Homecoming

### ASBSU Elections

January 16, 1978 ..... Petitions available at SUB Programs Office  
January 30 ..... Petitions must be turned in to Programs Office NO LATER THAN 4 p.m.  
January 31 ..... Candidate Orientation 4 p.m. in Nez Perce Room. Mandatory attendance of candidate or official representative. Official representative must have **written authorization** from the candidate to act on behalf of that candidate.  
February 9 ..... Absentee Voting, Primary Election  
February 15-16 ..... Primary Elections  
March 1 ..... Absentee Voting, General Election  
March 7-8 ..... General Elections

*Foreign Films are shown every Friday at 7:00 p.m.*

*Pop Films are shown every Sunday at 7:30 p.m.*



# PARKING CODE:

Reserved



Open  
(All decals)

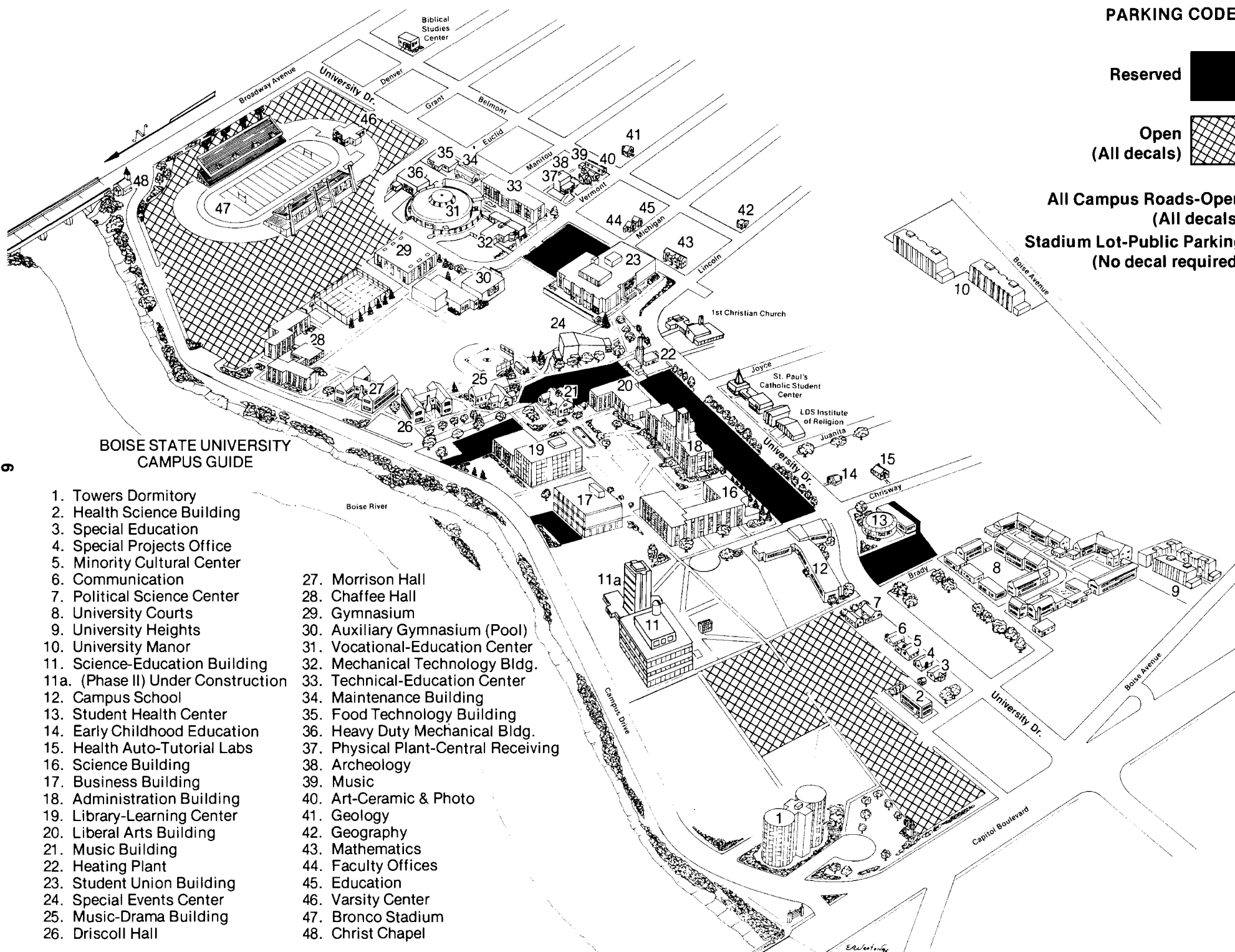


All Campus Roads-Open  
(All decals)

Stadium Lot-Public Parking  
(No decal required)

## BOISE STATE UNIVERSITY CAMPUS GUIDE

1. Towers Dormitory
2. Health Science Building
3. Special Education
4. Special Projects Office
5. Minority Cultural Center
6. Communication
7. Political Science Center
8. University Courts
9. University Heights
10. University Manor
11. Science-Education Building
- 11a. (Phase II) Under Construction
12. Campus School
13. Student Health Center
14. Early Childhood Education
15. Health Auto-Tutorial Labs
16. Science Building
17. Business Building
18. Administration Building
19. Library-Learning Center
20. Liberal Arts Building
21. Music Building
22. Heating Plant
23. Student Union Building
24. Special Events Center
25. Music-Drama Building
26. Driscoll Hall
27. Morrison Hall
28. Chaffee Hall
29. Gymnasium
30. Auxiliary Gymnasium (Pool)
31. Vocational-Education Center
32. Mechanical Technology Bldg.
33. Technical-Education Center
34. Maintenance Building
35. Food Technology Building
36. Heavy Duty Mechanical Bldg.
37. Physical Plant-Central Receiving
38. Archeology
39. Music
40. Art-Ceramic & Photo
41. Geology
42. Geography
43. Mathematics
44. Faculty Offices
45. Education
46. Varsity Center
47. Bronco Stadium
48. Christ Chapel



## DISTRIBUTION OF STUDENT FEES

### FULL-TIME STUDENT

<b>General Operating Budget</b>	
Institution Registration Fee .....	\$ 10.00
<b>Other Capital Expenditures</b> .....	87.75
<b>Auxiliary Enterprise Operation</b>	
Associated Students .....	17.00
Athletics .....	18.00
General Operations .....	11.25
Student Health Services .....	10.00
<b>Other Accounts</b>	
Alumni .....	1.00
Facilities Equipment .....	5.00
General Fee .....	3.00
Student Health Insurance .....	20.00
<b>TOTAL</b> .....	<b>\$183.00</b>

### PART-TIME STUDENT (per student credit hour)

<b>General Operating Budget</b>	
Registration Fee .....	\$13.50
<b>Other Capital Expenditures</b> .....	5.88
<b>Auxiliary Enterprises</b>	
Auxiliary Enterprise General Operating .....	0.62
<b>TOTAL</b> .....	<b>\$20.00</b>

In addition to the fees listed above there will also be an additional  
 General Registration Fee per registration .....\$ 1.50

## STUDENT INSURANCE COVERAGE

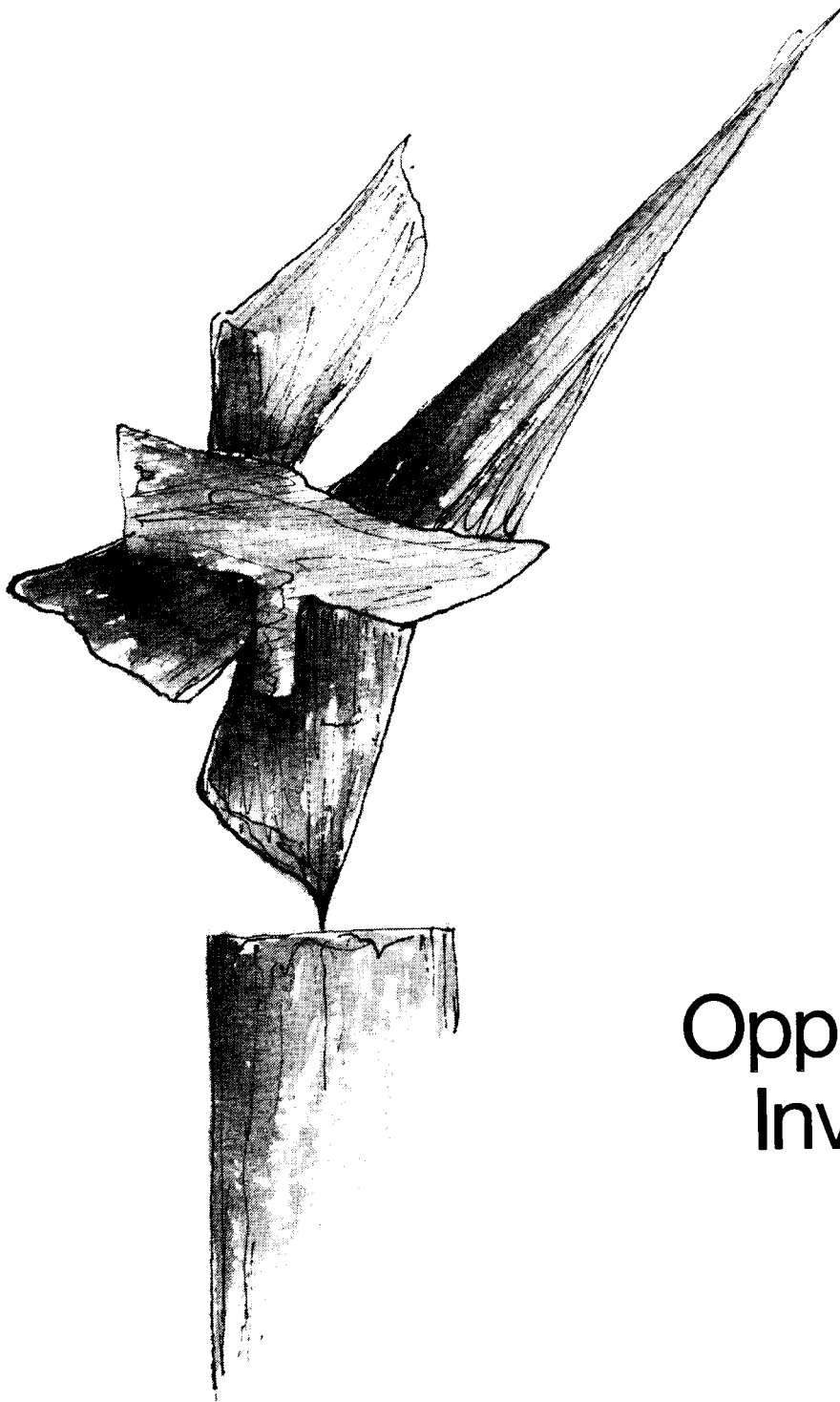
All registered full-time students paying full-time fees at Boise State University are automatically included under the University's medical insurance plan. The student is insured at home, at school, or while traveling—24 hours a day for the policy period.

Benefits become effective on registration or when fees are paid each semester.

Protection is in effect during all vacation periods.

Students who are covered by family or other plans may obtain a refund through the campus representative for Boise State located in the ASBSU office.

Boise State University carries liability insurance covering all on-campus official functions including student activities.



# Opportunities for Involvement

# STUDENT GOVERNMENT



**Mike Hoffman**  
**President**



**Chris Rudd**  
**Vice President**



**Steve Artis**  
**Treasurer**



**Shawna Lee**  
**Chief Justice**

## Purpose

To promote educational, social and cultural activities, to act as the official voice of the student body, to facilitate student participation in the university community for the betterment of Boise State University.

To build for both today and tomorrow and create programs, opportunities and skills desirable in achieving the maximum in education is our key objective.

The rewards for involvement encompass the feeling of accomplishment along with exposure of meeting new and interesting people and appreciation for the time and talents of other individuals as well as your own.



# SENATORS

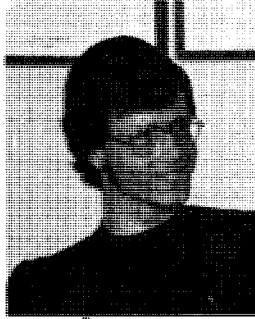
## Business



Reid Walters



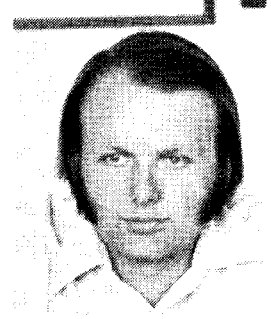
Shane Bengoechea



Larry Lee Johnson



Ernie Watkins



Jim Marshall

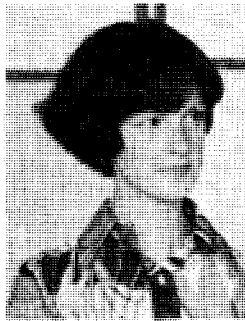
## Arts & Sciences



Les Wolff



Steve Botimer



Donna Mentzer



David Hammerquist



Desiree Twitchell

## Education



Craig Hurst

ASB Senate Offices  
2nd Floor, SUB  
Call 385-1909



Pattijo Paullus



Theresa Stancik

## Health Sciences



John Osterkamp

ASBSU Officers  
2nd Floor, SUB  
Call 385-1440  
or 385-1547  
Dawn Lindner  
Secretary to ASBSU  
Betty Hamilton  
Student Secretary

## Vocational-Technical



Linda Norberg



Paul Burress

# ASBSU Constitution

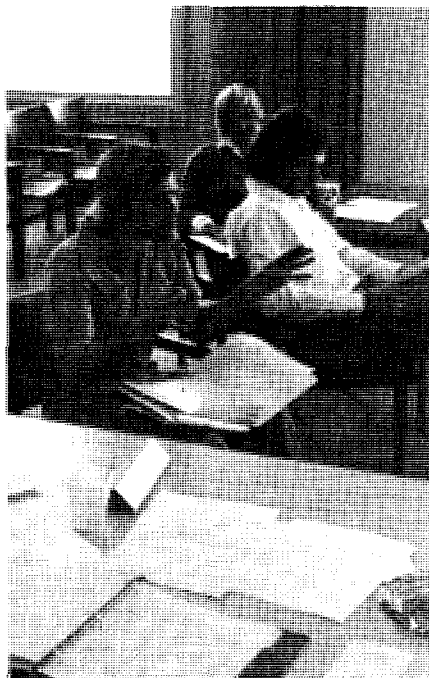
## Preamble

We, the students of Boise State University, in order to promote and maintain those endeavors germane to student government, do establish this constitution, the purpose of which shall be to provide for the organized conduct of student affairs and to promote the education, social, and cultural activities, to act as the official voice of the student body, to facilitate student participation in the university community for the betterment of Boise State University to discharge the authority vested in this association by the State of Idaho and the President of the University and to assume such powers and perform such duties as may arise in acting as the official representatives of the student body, do hereby ordain and establish the following constitution.

## Article I

### Name and Membership

**Section 1** Name — We, the Associated Students under this Constitution, shall be known as the Associated Students of Boise State University hereafter referred to as ASBSU.



**Section 2** Membership — All full-time enrolled students of the University shall be members of the ASBSU with all the rights, privileges, responsibilities in any activity to which the authority of the Constitution extends.

## Article II

### Legislative Branch

#### Section 1 Senate

**Clause 1** — Membership of the Senate shall consist of at least twelve (12) members to be elected proportionally according to the number of full-time enrolled students in each of the schools with at least one Senate member from each school.

**A.** There shall be one (1) Senator from each three hundred and fifty (350) students in each of the schools, with one (1) additional Senator for each additional three hundred and fifty (350) students or fractional part thereof above one half ( $\frac{1}{2}$ ).

**B.** There shall be at least one (1) Senator from each school.

**C.** The apportionment of Senators shall be based upon the previous fall semester's enrollment figures.

**Clause 2** — The ASBSU Vice President shall serve as Chairman of the Senate. He will vote only in case of a tie or to make a two-thirds ( $\frac{2}{3}$ ) majority.

#### Clause 3 — Duties of the Senate

**A.** The Senate shall be the supreme policy-making body of the ASBSU.

**B.** To initiate and approve by majority vote all by-laws or student regulations. After approval the proposal shall be reviewed by the ASBSU President and approved or vetoed within two (2) school weeks. The veto of the ASBSU President may be overruled by a two-thirds ( $\frac{2}{3}$ ) vote of all voting members of the Senate.

**C.** To approve by majority vote of all voting members any Presidential appointee.

**D.** Grant official recognition to campus organizations in accordance with the by-laws and policies of the University and the Senate.

**E.** To hear and take appropriate action on proposals made by students-at-large.

**F.** Meeting, Rules and Absences. The Senate shall meet weekly during

the regular school year. A majority of all voting members shall constitute a quorum. The Senate shall operate according to *Robert's Rules of Order*, unless otherwise provided for. If a Senate member is absent during his term from three (3) regular meetings, without a reason acceptable to two-thirds ( $\frac{2}{3}$ ) of all members, the position shall be declared vacant and then filled by appointment.

**G.** The Senate shall have legislative authority over all ASBSU funds and property subject to the provisions of this constitution and the laws of the State of Idaho.

**H.** The Senate shall establish and determine the functions of all ASBSU committees or boards.

**I.** The Senate shall enact such other legislation as may be necessary for the general welfare of the ASBSU.

## Article III

### Executive Branch

**Section 1** Function — The function of the Executive Branch shall be to administer the affairs of the Associated Students and put into operation all policies adopted by the Legislative Branch. It shall coordinate relations with other student associations and with the University administration

#### Section 2 Membership

**Clause 1** — The Executive Branch shall consist of appointed positions as may be designated by ASBSU President and/or the ASBSU Senate.

**A.** President

**B.** Vice President

**C.** Treasurer

#### Section 3 Duties of Officers

##### Clause 1 — President

**A.** To be chief executive officer of the ASBSU.

**B.** To be the official representative of the ASBSU.

**C.** To be responsible for the execution of all legislation.

**D.** To make such appointments as the Constitution and Legislative Acts may require, subject to a majority approval of all voting members of the ASBSU Senate, and to fill all vacancies, unless otherwise provided for in the constitution or legislative acts.

**E.** To veto as he sees fit any law, rule, regulation or other action adopted by the ASBSU Senate by written notification to the Senate presented within two (2) school weeks following final passage of the enactment.

**F.** To dismiss, with stated cause any official, board member, or committee member appointed by him. He shall not dismiss any individual appointed by him to fill the vacancy of an elected office.

**G.** To perform such other duties as authorized by the ASBSU Senate.

**H.** To submit to the ASBSU Senate for their approval a budget including associated student programs for the subsequent fiscal year. This shall be submitted as soon as possible at the beginning of the spring semester.

**I.** To call and preside over the executive cabinet and to call special meetings of the Senate.

**J.** To establish executive committees.

**K.** To serve on the Student Policy Board.

**L.** To perform such other duties that may be necessary to promote the general welfare of the students.

**M.** To serve as ex-officio member of all association committees.

#### **Clause 2 — Vice President**

**A.** He shall preside over the meetings of the ASBSU Senate.

**B.** He shall serve as chief administrative officer of the ASBSU Senate.

**C.** He shall assume the duties of the President during his absence and shall succeed to the office of the President in the event it becomes vacant, by other than recall.

**D.** He shall carry out all proper duties assigned to him by the President or the Senate.

**E.** He shall serve on the Student Policy Board.

#### **Clause 3 — Treasurer**

**A.** To be a financial officer of the ASBSU, and to administer the financial affairs of the ASBSU.

**B.** The financial records of the ASBSU shall be open to the members of the ASBSU.

**C.** To be responsible for the proper execution of all fiscal legislation.

**D.** To submit monthly to the ASBSU Senate a report of the general fund of the ASBSU.

**E.** To serve as chairman of the Financial Board.

**F.** To assist the ASBSU President in the preparation of the budget

message as provided in Section III, I.H. of this article.

**G.** He shall serve on the Student Policy Board.

## **Article IV**

### **Judicial Branch**

#### **Section 1 General Provisions**

**Clause 1 —** The supreme judicial power of the Associated Students shall be vested in the ASBSU Judiciary. The authority of the ASBSU Judiciary is derived from the Associated Students and as delegated from the University President.

**A.** Its authority from the Associated Students is delineated in this Constitution and appropriate legislative acts.

**B.** Appeals from decisions or recommendations of the ASBSU Judiciary shall be made to a University judicial appeals board (Student Policy Board), the structure of which has been agreed upon by Student Senate and the University President.

**C.** If they so desire, individuals charged with University violations, or in need of remedial or rehabilitative services, may submit a written request to the University administration to have their case heard by a committee of faculty and staff personnel appointed by the Vice President for Student Affairs, instead of the ASBSU Judiciary.

#### **Section 2 Membership of the Judiciary**

**Clause 1 —** The ASBSU Judiciary shall consist of five (5) students and two (2) tenured teaching faculty.

**Clause 2 —** Each member shall have equal voting privileges.

**Clause 3 —** Three (3) students and one (1) faculty member shall constitute a quorum.

**Clause 4 —** No member of this Judiciary shall perform other judicial functions or be involved in the implementation of any other Judicial or Appeals procedure.

**Clause 5 —** A Judicial Selection Committee shall interview and recommend applicants for positions on the ASBSU Judiciary.

**A.** The voting members of this selection committee shall be: the

past Chief Justice, or a past student member of the ASBSU Judiciary designated by the former Chief Justice, ASBSU Personnel Officer, ASBSU Chairman of Student Senate and the Advisor to Student Government or his representative and a past faculty justice designated by the Faculty Senate.

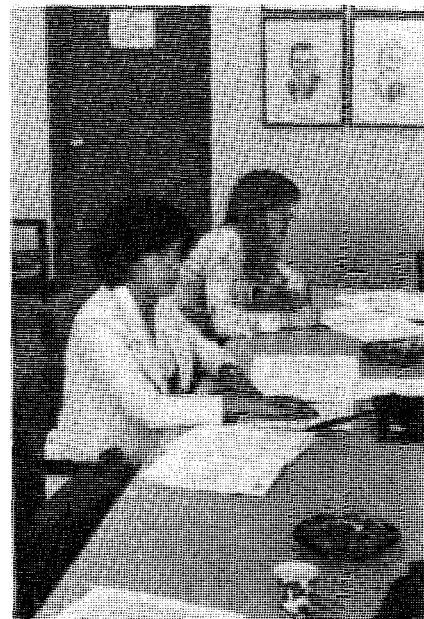
**B.** The ASBSU Personnel Officer shall be chairman of the selection committee.

**C.** Student members of the ASBSU Judiciary recommended by this selection committee shall be appointed upon approval by two-thirds ( $\frac{2}{3}$ ) majority of the total membership of Student Senate. Faculty members recommended by this selection committee shall be appointed upon approval by the University President.

**Clause 6 —** The Chief Justice shall be a student. The Chief Justice of the ASBSU Judiciary shall be elected from and by the total membership of the Judiciary. In the last week of April, the ASBSU President will call the first meeting of the ASBSU Judiciary for the purpose of electing a Chief Justice.

**Clause 7 —** Three (3) students and one (1) faculty member shall be appointed in December and two (2) students and one (1) faculty member shall be appointed in April. All members shall be appointed for approximately one year or until the appointment of their successors.

**Clause 8 —** The selection committee shall fill all vacancies as necessary.





**Clause 9** — Members may serve up to three (3) years on the ASBSU Judiciary.

### **Section 3 Powers of the ASBSU Judiciary**

**Clause 1** — To determine the constitutionality, under the ASBSU Constitution, of any ASBSU action.

**Clause 2** — To interpret the ASBSU Constitution upon request of the ASBSU President or ASBSU Senate.

**Clause 3** — To have original jurisdiction in cases involving alleged violations of ASBSU regulations or other ASBSU actions.

**Clause 4** — To have original jurisdiction, where jurisdiction has been delegated by the President of the University, in cases involving alleged violations of all University rules, regulations and policies affecting individuals and groups.

**Clause 5** — To operate under general procedures as defined in the appropriate legislative acts.

**Clause 6** — To delegate judicial authority to lower judicial bodies. Such lower judicial bodies shall:

**A.** Function consistently with established procedures of the ASBSU Judiciary.

**B.** Be part of groups recognized by the ASBSU.

**C.** Function primarily to enforce those rules and regulations of their group's own making.

**Clause 7** — To hear all appeals from decisions of lower judicial bodies which have been delegated their judicial authority from the ASBSU Judiciary.

**Clause 8** — To enjoin ASBSU Government officials from taking actions contrary to the decisions of the ASBSU Judiciary.

## **Article V**

### **Elections and Qualifications**

#### **Section 1 Elections**

**Clause 1** — The ASBSU Senate shall have the power to regulate and supervise all student elections as specified in this Constitution. This shall not include recall and initiative elections. It may also call such special elections as may be necessary.

**Clause 2** — The election of the ASBSU President, Vice President, Treasurer, and Senate members shall be held not later than six (6) weeks and not earlier than ten (10) weeks before the end of the spring semester on dates established by the ASBSU Senate.

**Clause 3** — Newly elected officers shall be installed no later than two (2) weeks before finals of the spring semester. All elective officers shall serve for approximately one (1) year or until successors are duly installed.

### **Section 2 Qualifications**

**Clause 1** — Students shall have a minimum of 2.25 cumulative G.P.A. standing at the time of election to office and must maintain minimum University standards throughout their entire tenure of office.

**Clause 2** — Each ASBSU Senator shall be a full-time student of the school he represents during his tenure of office.

**Clause 3** — The President, Vice President and Treasurer shall each be registered students and shall have attended this University for at least one semester immediately prior to the time of candidacy. The Treasurer must be a business major with at least two (2) semesters of accounting completed by the end of the semester in which he is elected.

**Clause 4** — All elected officers must be full-time students during their tenure of office.

## **Article VI**

### **Recall and Vacancies**

#### **Section 1 Recall**

**Clause 1** — Any elected or appointed officer(s) provided for in this Constitution shall be removed from office subsequent to an election in which a two-thirds ( $\frac{2}{3}$ ) majority of those voting vote for recall of the specified officer(s).







**Clause 2** — A recall election shall be called for by a two-thirds ( $\frac{2}{3}$ ) majority vote of the total membership of ASBSU Senate.

**Clause 3** — A recall election shall be called for by petition signed by twenty (20) percent of the members of the Associated Students whom the individual represents. Associated Student card numbers must accompany the signatures.

**A.** The petition shall be submitted to the ASBSU election board and this board shall determine if the petition fulfills the requirements as established above.

**B.** If the petition fulfills the stated requirements, the recall election shall be held within fifteen (15) school days on receipt of the petition by the ASBSU election board.

## **Section 2 Vacancies**

**Clause 1** — If the office of the ASBSU President is vacated by other than recall, the Vice President shall succeed to the Presidency.

**Clause 2** — If a vacancy in any other *elective* office is created by other than recall, the ASBSU President shall fill the vacancy by appointment with two-thirds ( $\frac{2}{3}$ ) majority approval of the voting ASBSU Senate.

**Clause 3** — A vacancy created by recall shall be filled by an ASBSU election held within twenty (20) school days of such vacancy.

**Clause 4** — To be eligible for appointment to any vacant office, the candidate must meet the same qualifications as set forth in Article V, Section 2, of this Constitution.

**Clause 5** — Elections or appointments to vacated offices shall be effective for the remainder of the current term.

# **Article VII**

## **Initiative and Referendum**

### **Section 1 Initiatives**

**Clause 1** — The requirements for an initiative petition from the student body shall be identical to those requirements for a recall petition. A majority of votes cast shall be sufficient for passage.

### **Section 2 Referendums**

**Clause 1** — The ASBSU Senate may, by a two-thirds ( $\frac{2}{3}$ ) majority vote of the total membership, place a measure before the ASBSU to obtain approval or rejection by the members of the ASBSU.

**Clause 2** — A majority of the votes cast in a special or general election shall be required for the adoption of a referendum.

# **Article VIII**

## **Amendments**

**Section 1** — The ASBSU Senate may, by a two-thirds ( $\frac{2}{3}$ ) majority

vote of its membership, propose amendments to this Constitution and submit them to the members of the ASBSU for adoption.

**Section 2** Upon petition to the ASBSU Senate by five (5) percent of the members of the ASBSU, a proposed amendment shall be placed before the members of the ASBSU for adoption. Associated Student card numbers must accompany signatures.

**Section 3** A majority of the votes cast in an election shall be required for the adoption of a proposed amendment.

# **Article IX**

## **Enabling Measure**

**Section 1** Upon ratification of this Constitution by a majority of valid ballots cast in a special election called by the ASBSU Senate, this document shall immediately become effective.

**Section 2** All existing constitutions, by-laws, rules and regulations that are inconsistent with this Constitution are declared null and void.

**Section 3** The current officers of the ASBSU shall continue in office until the first installation of officers under this Constitution.



# ASBSU SENATE ACTS

- Senate Act #1** **Recognition of Campus Organizations** - establishes regulations for the recognition of campus organizations. See Page 16, Student Handbook.
- Senate Act #2** **Reporting of ASBSU Committees** - establishes an effective reporting procedure to inform the legislative and executive branches of the activities and financial status of committees and boards of the ASBSU.
- Senate Act #3** **Personnel Selection Committee** - establishes a body responsible for interviewing applicants for all ASB committees and related boards making recommendations to the ASB President. It is composed of six interviewers and a Personnel officer-Chairman.
- Senate Act #4** **Financial Procedure of Allocation and Expenditure of Funds** - specifies how ASBSU monies may be requested and spent.
- Senate Act #5** **Funding Policy** - specifies who may request monies and establishes a loan fund for special interest groups.
- Senate Act #6** **Financial Advisory Board** - creates a body to scrutinize all requests for ASB funds and makes recommendations to the ASB Senate. It is composed of the Treasurer, Business Manager, three Senators, and three students.
- Senate Act #7** **Finance Management Committee** - establishes duties, leadership, and procedures for the Financial Management Committee.
- Senate Act #8** **Student Union Program Board** - establishes a body to develop and implement social, cultural, and intellectual activities on the BSU campus. The Program Board is composed of a Chairperson and Chairpersons of seven sub-committees: Popular Music, Lecture, International Film Series, Popular and Experimental Film Series, Special Events, Outdoor Activities, and Publicity. All committees are composed and chaired by students. The committees seek student input in selecting events to be presented on campus.
- Senate Act #9** **Student Services Department** - establishes a body to provide services in the area of legal counseling, birth control referral, tax service, community and campus referrals and more. It is composed of a Director of Student Services and his staff.
- Senate Act #10** **Recreation Board** - creates a group responsible for presenting an intramurals program for students. It is composed of nine delegates of various organizations and two at-large representatives.
- Senate Act #11** **Public Relations Department** - establishes a body responsible for the promotion and publicity of all BSU activities. It is funded to help provide publicity for University organizations. It is composed of a Public Relations Director, three Assistant Directors and interested students.
- Senate Act #12** **Building Structures Committee** - creates a body responsible for providing student input on all proposed structures to be built with student fees. It is composed of a Chairperson, two students-at-large, and two students from the student groups affected.
- Senate Act #13** **Photo Bureau** - establishes a body which provides photographic services to the Arbiter, Les Bois, and the Associated Students of BSU. It is composed of a head photographer and four assistant photographers.
- Senate Act #14** **Broadcasting Board** - establishes a body which is responsible for developing and implementing broadcasting policies for the student radio station. It is composed of one faculty member, a chairman, secretary, business manager, and two students-at-large.
- Senate Act #15** **Election Code** - establishes procedures for all ASBSU elections, opinion polls, and other balloting.
- Senate Act #16** **Election Board** - establishes an authorized body to conduct ASBSU elections, opinion polls, and other balloting. It is composed of a chairperson, vice chairperson, secretary, Senate representative, and a representative of Student Affairs.
- Senate Act #17** **Student Handbook Committee** - establishes a body to provide assistance in the reviewing, updating, and printing of the Student Handbook. It is composed of a representative from the Senate, Interdormitory Council, Student Union Programs Board, IFC/Panhellenic Council, and the office of Student Advisory and Special Services.
- Senate Act #18** **ASBSU Lobbying Committee** - establishes a body responsible for lobbying for the known wishes of BSU students. It consists of a chairperson and as many persons as apply.
- Senate Act #19** **International Students Committee** - establishes a body to meet the needs and problems of foreign students. It is composed of the Dean of Student Advisory and Special Services, Associate Dean of Admissions, President of International Students Club, one Senator, and two students-at-large.
- Senate Act #20** **Minority Cultural Board** - establishes a central organization to develop, coordinate, budget, and implement programs of an educational, cultural, social, and humanitarian service for all members of groups affiliated with the Minority Cultural Board. To give students and any other interested group, minority, white, handicapped, and/or disadvantaged an awareness of the contributions minorities and others have made to society in order to create greater understanding and communication. It is composed of two student representatives from each special group affiliated with the Board, two Senators, and two staff of Student Advisory and Special Services.

For more information dealing with the above Acts, contact Mike Hoffman or Chris Rudd, ASB offices, or phone 385-1440 or 1547.

# Procedures for Becoming a Recognized Student Organization

A recognized organization is a group of BSU students organized for a stated purpose which has received official recognition from the ASBSU. The Assistant Director of Student Activities may authorize a group to meet in the SUB free of charge before it is recognized in order to organize and to draft a constitution.

Recognition of a group does not mean the University supports the views held or positions taken by a group.

## Recognition Steps

A group may be recognized upon completion of the following requirements.

1. The following information must be turned into the Programs Office:
  - a. Nine (9) copies of the constitution.
  - b. List of officers, addresses and telephone numbers (2 copies).
  - c. Two (2) copies of charter members, addresses and telephone numbers. After becoming officially recognized by the ASBSU, a current list of officers must be filed each semester in the Programs Office. If the local group is affiliated with a national organization, the national's constitution or other information should be filed.
2. It is then sent to the ASBSU Judiciary for review, and an elected officer of the club or organization will be notified so that they may attend the review and answer any questions that might arise.
3. After the review and recommendation of the ASBSU Judiciary and completion of these requirements, the constitution is brought before the Senate for approval. An officer or representative of the organization shall be present when it comes before the Senate.

## Constitution

There are eight (8) articles that are necessary in a constitution in order for it to be recognized:



- 1) **Statement of Purpose.**
- 2) **Affiliation** with Boise State University clearly stated.
- 3) **Authority** of officers, how their authority is exercised, where it is vested and how these officials are replaced.
- 4) **Election of officers**, method used, specific time and type of vote.
- 5) **Eligibility** of members. Reflecting minimum BSU requirements. Voter Eligibility.
- 6) **Non-Discrimination Statement.** (Must be incorporated into the Constitution.) It is the policy of the University to oppose and prevent discrimination based on race, color, creed, national origin, or sex (sex: excluding organizations whose primary function is to provide social activities for their members). The University requires each organization to include a non-discriminatory statement in their national and local charter, constitution or by-laws.
- 7) **Sources of financial support.**

- 8) **Affiliation** with national group and their constitution (if any).

## Other Requirements

Any changes to the above required documents must be reported in writing to the Assistant Director of Student Activities office within ten days of the change.

All recognized organizations are encouraged to elect a qualified faculty/staff advisor.

**Ad Hoc Organizations:** The ASBSU Judiciary through its own procedures is authorized to grant temporary recognition to a student group organized for a one-time event or single purpose of supporting or opposing a candidate or issue on a ballot measure in any special or regular ASBSU election.

**Loss of Recognition:** A group is no longer officially recognized when it has ceased to function as evidenced by:

- a. Notice of dissolution from officers and/or advisor;
- b. Failure to hold any meetings over a twelve-month period; or,
- c. Failure to submit or report changes in the organization as required above.
- d. Failure to submit a current roster of officers within ten days of an election (paragraph C.2).

**Withdrawal of Recognition:** The Vice President for Student Affairs, ASB Judiciary, and/or ASB Senate may withdraw recognition whenever conditions of the recognition contract are violated or the rules and policies of the ASBSU and the University are violated. Prior to withdrawal of recognition the group will be warned, given the opportunity to take corrective steps, or be given a hearing before the appropriate board or council.

All campus organizations are subject to the rules and regulations set down by the Student Handbook, Student Policies and Procedures, Page 49, and in Senate Act #1.



# University Committees with Student Members

Application for all University Committee student positions is made through the ASBSU. Most positions must be approved by the Student Senate.

## Student/Faculty/Administration Committees created by Boise State University Policy

**Competency Review Committee** reviews the functional competency of tenured faculty, requests formal evaluation of tenured faculty by school or division tenure committees and holds hearings on the recommendations of a Tenure Committee concerning competency of a faculty member. The Committee consists of five faculty and two students. (Established by BSU Policy 40-16.)

**Records Policy Committee** periodically reviews, interprets and amends all existing BSU record policies and develops any policies as needed. Any misuse or violation of the confidentiality of student or employee records is referred to the Records Policy Committee for consideration and action. Two students serve on this committee. (Established by BSU Policy 5-0.)

**Tenure Committees** recommend the awarding of tenure and formal evaluation of tenured faculty. Each school or recognized division has a Tenure Committee which the Dean appoints by November 20 from a list of faculty candidates selected by the departments of the school/division and students selected by the Student Senate. The Tenure Committee is composed of five faculty (four tenured, one nontenured) and two students. (Established by BSU Policy 40-15.)

**Affirmative Action Program Committee**, created by BSU Policy 6-1, acts in an advisory capacity to the President and the Director of Affirmative Action Programs to insure compliance with the Non-discrimination and Affirmative Action Program of BSU. The committee, appointed by the President, is composed of faculty, staff, and a male and a female student. Interested students should call the Director of Affirmative Action Programs, 385-3689.



## Committees created by Presidential Directive

**Athletic Board of Control** advises and assists the development and coordination of athletic programs. It is composed of seven faculty, one alumni and one student.

**Executive Council** serves under the University President and makes recommendations to him on major considerations which are referred to the State Board of Education. The President and Vice-President of the ASBSU are student members.

**Special Student Services** is an advocate group for students with special needs which can only be solved at the institutional level. Any interested faculty, staff, or student who attends meetings is a voting member.

**Computer Management Committee** acts in an advisory capacity to the Director of the Data Center to recommend policy and facilitate communication between the Center and users. The committee is composed of faculty, staff and two students. Interested persons should contact the Data Center Director, 116, Business Building, 385-1433.

## Committees created under Student Affairs

**Food Service Advisory Committee** promotes lines of communication between students and the food service company. The committee is currently being reorganized.

**Residency Determination Committee** hears appeals of students against residency decisions made by the Office of Admissions. The committee is composed of two administrators, two faculty, one student, and the Director of Admissions, ex officio.

**Student Health Advisory Board** assists the Director of the Student Health Center in formulating policies related to the operation of the Health Service facility. The committee is composed of two Health Service representatives, one Community Health representative, two faculty representatives, and five student representatives.

**Student Policy Board** develops the Student Code of Conduct, Student Judicial System, and other policies and procedures relating to BSU student campus life. The Board is composed of the Vice President of Student Affairs, two Student Affairs staff, two faculty, two ASBSU Executives, and three students.





### **Committees created by the Faculty Senate Constitution**

(The following Faculty Senate Committees each have two student representatives.)

**Academic Standards Committee** is responsible for all matters of policy governing undergraduate academic standards.

**Financial Aids Committee** is responsible for policy pertaining to the awarding of student scholarships, grants, and loans. This committee will also function as a monitoring body to oversee the process of awarding scholarships, and has the power to appoint specific awarding sub-committees.

**Curriculum Committee** supervises all undergraduate offerings at the University, determining that curricular changes be compatible with existing programs, feasible under given circumstances, and consistent with the educational objectives of BSU under State and Federal law.

**Honors Program Committee** develops, implements, and supervises programs for Honor Students.

**Commencement Committee** plans all commencement activities. All proposed changes are presented for the approval of the Faculty Senate.

**Library Committee** is responsible for all matters of policy and procedures of the Library.

**Matriculation Committee** is responsible for all matters of policy regarding the registration, orientation, and advising of students.

### **Other Boards with Student Members:**

**Academic Grievance Board** is empowered to recommend changes in student grades and behavior, academic conduct, instructional procedure, and testing. A student must

contact each of the following persons in an effort to reach a solution to a grievance before the Board is approached.

1. The faculty person involved in the grievance
2. The faculty person's Department Chairperson
3. The Dean of the School
4. The ASBSU Vice President

The ASBSU Vice President should be contacted for counsel, advice, and presentation of the grievance to the Academic Grievance Board. The Board is composed of five faculty representatives, a representative of the Office of Student Affairs, and five student senators. The ASBSU Vice President is the Chairperson. See Page 46 for more information.

**Student Union Board of Governors** establishes policies for the operation of the Student Union, acts in an

advisory capacity to the Director of Student Activities and Student Union, and exercises fiscal responsibility for the Student Union. The Student Union Board of Governors is composed of three faculty members, six administrative members, the ASBSU President, the ASBSU Treasurer, a student Senate delegate, the Chairperson of the SUPB, and six students-at-large.

**Alumni Board of Directors** is an advisory/policy making board for the Alumni Association. It is composed of the Alumni Association Executive Committee (President, Vice President, Secretary, Treasurer), their legal counsel, six alumni elected to the Board for three year terms, their past president (ex-officio), a Bronco Athletic Association representative (ex-officio), and one student-at-large approved by the Student Senate (ex-officio).



# Student Organizations and Programs

## 385-1224

If you are interested in becoming involved in activities at Boise State University, contact the Programs Office, second floor of the SUB, for information on the various organizations listed below. Either the current or the immediate past chief officer is listed with his/her phone number next to each organization.

### **Associated Student Body Organizations and Directors:**

Student Union Board of Governors -  
Tom Beeler or Fred Norman  
385-1551

Student Union Program Board  
Steve Robertson 385-3654

Department of Student Services -  
385-3753

Judiciary Board of ASBSU -  
Shawna Lee 385-1223

Officers of ASBSU - 385-1440

Senators of ASBSU - 385-1909

Student Election Board  
Ann Hansen 385-1223

### **All Campus Service and Honoraries:**

Alpha Eta Rho - Aviation Fraternity -  
Roberto Spry 466-1363

Alpha Psi Omega - Drama Honorary -  
Joel Farmer 336-4898

Beta Sigma Lambda Eta - BSU Student Leadership Honorary - Toni Portmann 345-8224

Esquires - Veterans' Service Organization - Michael T. Paynter

Intercollegiate Knights - Service Organization - Craig J. Dahlquist  
345-8407

Lambda Alpha Epsilon - Law Enforcement Fraternity - Michael Ferguson 375-8527

Omicron Delta Epsilon - Economics Honorary - Shane Bengoechea  
375-8873

Pi Sigma Epsilon - Business Fraternity - Bob Morris 385-1926

Pre-Professional Club - Julie Kangas  
342-4967

Sigma Gamma Epsilon - Gamma Rho Chapter - Geology Fraternity  
Blas Gonzales 342-3086

Valkyries - Service Organization  
Vickie Griffen 385-3627

**Campus Housing** - Coordinates and promotes the interests of the residence halls students:

Men's Residence Hall  
Chaffee Hall - Jeff Schauer  
385-1259

Women's Residence Halls  
Driscoll Hall - Joana Dillon  
385-1502  
Towers - Chris Ureichuck 385-3201

Coed Residence Hall

Morrison Hall - Bob Naugler  
385-1978

Married Student Housing  
University Courts - Sue Mitchell  
385-3896

University Heights

University Manor

Presidents Council (Residence Halls) Joana Dillon 385-1943

### **Publications:**

Arbiter - Officially recognized campus newspaper - Weekly publication - John Steppe 385-3401

Les Bois - University annual publication by the Associated Students  
Allen Toenis 385-3652

### **Politically Interested Groups:**

College Republicans - Tracy Stewart  
336-3628

### **Religious Groups:**

Baha'i Association - Don Garzenia  
459-6112

Baptist Student Union - Dave Walser  
385-3412

Biblical Studies Center - Cleve Cushing 336-4329

Campus Crusade for Christ - Mike Patrick

Christian Science College Organization - Pamela Simons 344-6005

Eckankar Inner Student Society - Shawn de Loyola 343-0919

Interfaith Council - Susan Anderson  
343-5175 or 344-8549

LDS Students Association - Randy Reed 342-8027

Mamgyal - Michael Klahn 342-0208

Newman Center - St. Paul's Catholic Student Organization - Robert Brack 376-1082

The Way Ministry of BSU - Tracy Ralphs 344-0230

### **Social Fraternities and Sororities:**

Men's Fraternities:

Kappa Sigma - Roger Brown  
342-9618

Sigma Nu - Jim Webb 345-6749

Sigma Phi Epsilon - Jeff Schauer

Tau Kappa Epsilon - Ken Blacksmith 342-3094

Women's Sororities:

Alpha Chi Omega - Kimmy Tuller  
342-9534

Alpha Omicron Pi - Lori Loder  
336-0430 or 375-3598

Delta Delta Delta - Patti Lind  
342-5392

Gamma Phi Beta - Toni Portmann  
343-1761

Intergreek Council - Composed of representatives from the sororities and fraternities - Tilm Wilson

Panhellenic Council - Advises and governs sorority activities, rush periods, and programs - Robyn Greer 342-5392

### **Special Interest Groups:**

Anthropology Club - Kurt Larsen  
345-0418

Archery Club - Robert Naugler  
385-1583

Bowling Team - Pat Pethtel 345-5297

Bronco Kickers - Jerry Servatius

BSU Federation of the Blind - Doug Felton 345-6666

BSU Gymnastics Club - Richard Bennell 345-0624 or 385-1185

Cheer-Song Leaders - Liz Fitzgerald  
344-4737

Chess Club - Larry Parsons 385-1728

Conservationist Club - Dr. Ward  
385-1906

Dama Soghop - Native American Organization - Beverly Ihm  
336-6662

Engineering Club - Norm Dahm  
385-1430

Fencing Club - Danny Hamon  
342-4800

International Student Club - Lee Turbe 385-3528

Judo Club - Kelley Huffman  
344-3956

MECHA - Chicano Organization - Olga Gonzales 344-4831

Music Educators National Conference - Craig Hurst 375-7379

Out Con - Clayton Dixoin

Personnel & Industrial Relations Association - Paul De Long  
385-1778

Pi Kappa Delta - Debate Club - Chris Schultheis 343-9443

Rodeo Club - Craig DeVeney 377-1844

Shotokan Karate Club - Mike Aldama  
385-1925  
Skydivers - Andre Martin 342-6138  
Sociology Association - Mark  
Garlock 344-9717  
Stamp Club - Bob Omberg 343-4461  
Student Radio Association - Duane  
Campbell 888-2821  
Student International Meditation  
Society - Michael Booth 344-5037  
Vo-Tech Student Coordinating  
Committee - Robert L. Dibble  
Womens Alliance - Millynn James  
342-2869

## Scheduling of BSU Facilities

To request any of the following facilities call the number listed:

Place to be Scheduled	Office	Phone Number
Room in the SUB	SUB Operations	385-1677
Any BSU grounds	Physical Plant	385-1442
Equipment (table, chairs, charbroilers, etc.)	Physical Plant	385-1442
Classrooms - daytime Fall & Spring	Schedule Coordinator	385-1757
Classrooms - night or Summer	Extended Day	385-1205
Gym or Auxiliary Gym	Athletic Director	385-1503
Special Events Center	Center Manager	385-3566



# Recreation on Campus

All Physical Education facilities on campus are available for the use of students when classes, intramurals, and varsity sports are not utilizing them. These facilities include two gymnasiums, swimming pool, weight room, matroom, playing fields, tennis courts, equipment, sauna, whirlpool, etc.

The availability of these facilities for activities usually is:

Monday through Friday 4:30 to 9:00 p.m.  
Saturday and Sunday 1:00 to 5:00 p.m.

For further information about the use of these facilities call the Director of Physical Education - 385-1570.

**INTRAMURAL SPORTS PROGRAM** - offers a diverse program of sports and recreational activities for the students, faculty and staff. (Games Area runs bowling leagues.) Call Ross Vaughn at 385-1131 for more information.

## Fall Semester:

Flag Football  
Tennis Tournament  
Three-Man Basketball Tournament  
Marathon Run  
Men's Basketball  
Women's Volleyball

## Starting Date

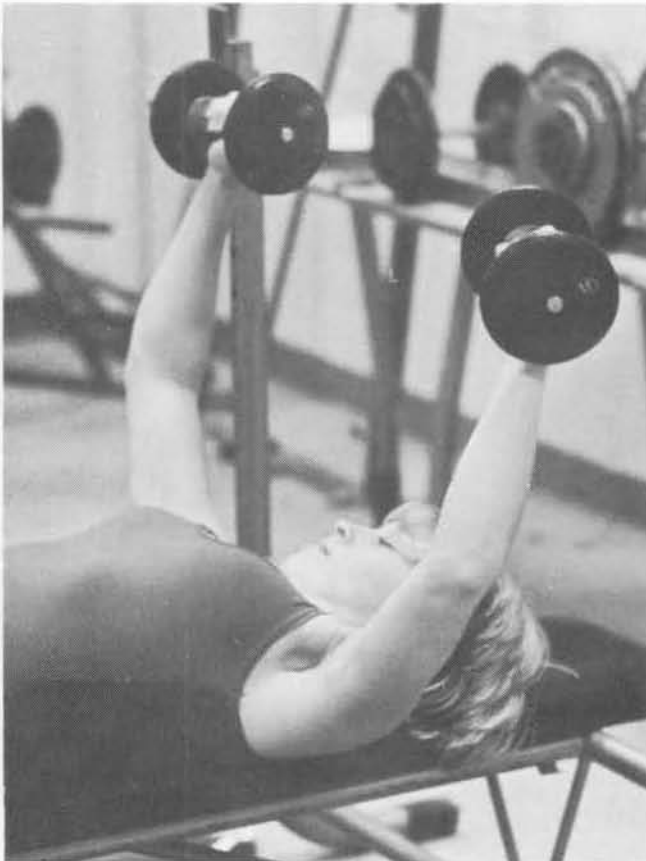
September 15  
October 3  
October 24  
November 5  
November 7  
November 7

## Spring Semester:

Men's Basketball  
Coed Volleyball  
Women's Basketball  
Badminton Tournament  
Coed Softball

January 23  
January 30  
January 30  
March 6  
April 3

Check also the collegiate sports clubs listed in the Student Handbook under Special Interest Groups of Student Organizations and Programs, Pages 19 and 20.



# Athletics at BSU

The Director of Athletics, Lyle Smith, can be reached at the Varsity Center or by calling 385-1503.

The Boise State Sports Information Office deals with the publicity, promotion, and statistics of the Boise State men's and women's athletic programs. The Sports Information Director, Jim Faucher, is located in the Varsity Center, telephone number 385-1288. The Assistant Director of women's athletics is Connie Thorngren. She can be reached at 385-1760. The Assistant Director of men's athletics is Ron Stephenson. He can be reached at 385-1285.

## WOMEN'S ATHLETIC PROGRAM

Boise State University has an excellent women's athletic program which includes seven sports. Field hockey, cross country and volleyball competitive seasons are in the fall; gymnastics and basketball in the winter; tennis and track in the spring. A special effort is made to include all women interested in competition. Women desiring to become a member of one of these teams should contact the coach when school opens in the fall to receive information of practice schedules. For further information contact the Director of Women's Athletics at 385-1760.

Archery and fencing are club sports which also provide opportunities for women's competition. For information contact the Physical Education Department at 385-1570.

### Tentative Starting Times for Women's Sports:

Field Hockey	September 1-December 1
Cross Country	September 1-December 1
Volleyball	September 1-December 15
Basketball	October 1-March 15
Gymnastics	October 1-March 1
Track and Field	February 1-May 15
Tennis	October 1-May 15

## MEN'S ATHLETIC PROGRAM

Boise State University encourages intercollegiate athletic competition for those students who have the ability and wish to experience competition beyond the intramural and club sport level. As a member of the Big Sky Conference, Boise State competes in football and cross-country in the fall; basketball, wrestling in the winter; track in the spring. Boise State also maintains competitive teams in baseball, tennis and golf. The Department of Athletics, under the leadership of the Director of Athletics, provides excellent coaching to those students who participate in the intercollegiate athletic program. Intercollegiate contests are played under the rules of the National Collegiate Athletic Association (NCAA), of which the University is a member. All students who wish to participate in the intercollegiate athletic program are encouraged to contact either the coach of the sport he is interested in or the Director of Athletics, 385-1503.

### 1977 BSU BRONCO FOOTBALL SCHEDULE

Date	Opponent	Time	Ticket Pick-Up Times
Sept. 10	*Weber State	7:30	Contact Varsity Center
Sept. 17	Fresno State	7:30	Contact Varsity Center
<b>Sept. 24</b>	<b>Nevada Las Vegas</b>	<b>7:30</b>	<b>Sept. 19 thru Sept. 23</b>
<b>Oct. 1</b>	<b>*Montana State</b>	<b>7:30</b>	<b>Sept. 26 thru Sept. 30</b>
Oct. 8	*Montana	1:30	Contact Varsity Center
Oct. 15	Nevada Reno	1:30	Contact Varsity Center
<b>Oct. 22</b>	<b>*Northern Arizona</b>	<b>7:30</b>	<b>Oct. 17 thru Oct. 21</b>
Oct. 29	Utah State	1:00	Contact Varsity Center
<b>Nov. 5</b>	<b>*Idaho State</b>	<b>1:30</b>	<b>Oct. 31 thru Nov. 4</b>
<b>Nov. 12</b>	<b>Cal Poly (SLO)</b>	<b>1:30</b>	<b>Nov. 7 thru Nov. 11</b>
Nov. 26	*Idaho	7:30	Contact Varsity Center

*Home Games in Bold Type*

*\*Big Sky Conference Games*

## ADMISSION TO ATHLETIC EVENTS

Boise State students will be issued individual tickets for each home football and men's basketball game. These tickets will be available for pick-up at the Student Union and at the Varsity Center on the dates listed for football. For the 1977-78 basketball season student tickets will be available Monday through Friday the week of the game and student guest tickets will be available at noon the day of the game. For football, STUDENT GUEST TICKETS ARE AVAILABLE ONLY UNTIL NOON ON FRIDAY, THE DAY BEFORE A HOME GAME.

Students must present all forms of the student activity card at the time tickets are picked up. There is no charge for a full time student ticket.

A full time student may purchase one (1) student guest ticket, priced at \$1.50, for each game. The total number of student guest tickets sold for football will be 2,000. For basketball a total of 2,000 student and student guest tickets will be sold. Part time students may purchase one (1) ticket for \$1.50; a part time student is the same as a student guest ticket.

University of Idaho student tickets for the game at Moscow will be available only at the Varsity Center. There will be a charge for these tickets. Watch the Arbiter for ticket pick-up details for this game.

The Athletic Department offers a student spouse activity card which is good for all regularly scheduled athletic events during the fall semester. The cost of the activity card is \$10.00; it will be available following registration. Charge for the spouse card for second semester will be \$7.50. An admission ticket must be picked up for each student spouse card for each football and basketball game.

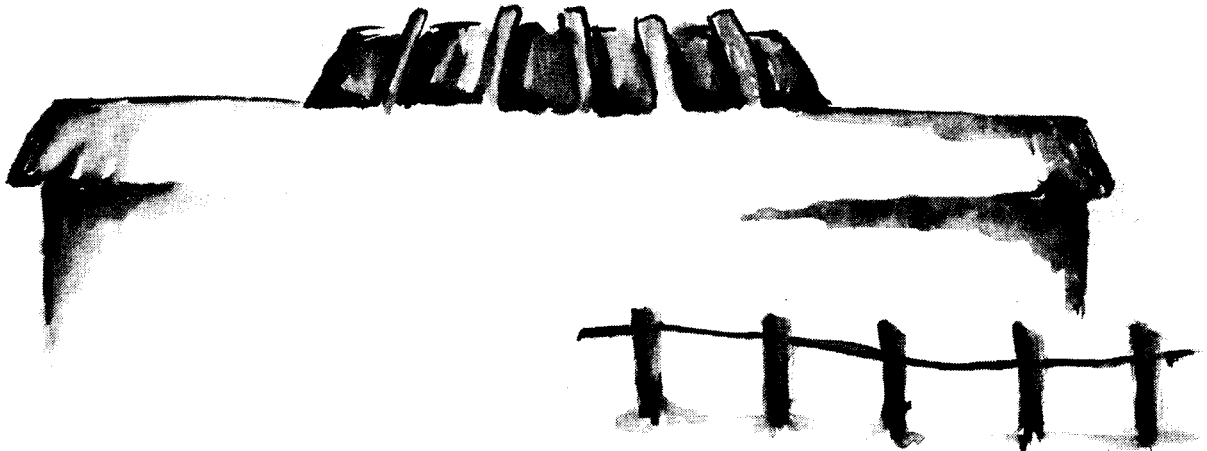
Admission to wrestling matches and track meets is free to full-time students. Admission to women's athletic events where there is an admission charge is also free to full time students. I.D. cards must be shown. Part time students and spouses will be charged a nominal fee.

## 1977-78 MENS BASKETBALL SCHEDULE

<b>November 29</b>	<b>Great Falls</b>	<b>Home</b>
December 1	Colorado State	Away
December 3	Denver	Away
December 5	Northern Colorado	Away
<b>December 8</b>	<b>Santa Barbara</b>	<b>Home</b>
<b>December 14</b>	<b>Chico State</b>	<b>Home</b>
December 16	Cal-Irvine	Away
December 17	Fullerton	Away
<b>December 21</b>	<b>Oregon State</b>	<b>Home</b>
December 22-23	Reno Tournament	Away
<b>January 6</b>	<b>Montana State</b>	<b>Home</b>
<b>January 7</b>	<b>Montana</b>	<b>Home</b>
January 14	Idaho State	Away
<b>January 20</b>	<b>Idaho State</b>	<b>Home</b>
<b>January 21</b>	<b>Utah State</b>	<b>Home</b>
January 26	Northern Arizona	Away
January 28	Weber	Away
<b>February 3</b>	<b>Northern Arizona</b>	<b>Home</b>
<b>February 4</b>	<b>Weber</b>	<b>Home</b>
February 10	Idaho	Away
February 11	Gonzaga	Away
<b>February 17</b>	<b>Idaho</b>	<b>Home</b>
<b>February 18</b>	<b>Gonzaga</b>	<b>Home</b>
February 24	Montana State	Away
February 25	Montana	Away
March 3-4	Big Sky Conference Tournament	Away



# Services for Students



# SERVICES FOR STUDENTS

## Vice President for Student Affairs 385-1418

If you need to see someone regarding a general question or problem, check in Room 110, first floor of the Administration Building, and ask for Dr. David S. Taylor, Vice President for Student Affairs. Dr. Taylor and his staff are available to advise on all of the services provided by Student Affairs personnel.

Specific questions or problems on residency requirements, the Student Policy Board, other Student Affairs offices, student government, and all areas of counseling and advising are handled in Dr. Taylor's office.

### Vice President for Student Affairs Staff:

Dr. David Taylor, Vice President for  
Student Affairs  
Judy Walker, Secretary



## Student Advisory and Special Services 385-1583

**THE PLACE TO GO WHEN YOU DON'T KNOW!** When you need some information or advice about a class problem, tutoring, dropping out, a personal hang-up, or who to see, what to do, or how to do it, come into Room 114 of the Administration Building and talk to someone from SASS (Student Advisory and Special Services).

Other services housed in the SASS area are the Office of Veterans Affairs (all veterans should check in here first), the Minority Cultural Center and Programs (our student assistant coordinates this program), International Students, Special Student Services, Tutorial Assistance and Handicapped Students. If you are contemplating a **complete withdrawal** from the University or want to file a petition or special request - start with SASS.

### Tutorial Assistance

Student Advisory and Special Services offers tutorial assistance in as many subject areas as we are able to secure certified tutors. This program is a service to Boise State University students in need of additional help outside the classroom. Cost is based on the student's ability to pay.

In cases where a student requests assistance in an area a tutor is not available, Student Advisory and Special Services will contact the instructor or the department chairman to locate a qualified tutor.

### How to Become a Tutor

The first requirement for any student wishing to tutor for Student Advisory and Special Service is that they have completed an ACT form with Career and Financial Services, Room 117, Administration Building. After the results are received, a counseling session is held with a financial aid

counselor to determine the number of hours the student is eligible to tutor. Following this procedure, prospective tutors must go to the department they wish to tutor for, obtain the signature of the chairman and determination of which specific courses the student is qualified to tutor. When the two requirements are met, the student is authorized to tutor for Student Advisory and Special Services.

**Any student interested in receiving tutorial assistance or wishing to be a tutor is asked to contact Student Advisory and Special Services, Administration Building - Room 114. Phone 385-1583.**

### Physically Handicapped Students

Special problems of the handicapped student are referred to the Office of Student Advisory and Special Services. This office, in cooperation with an Executive Task Force on Physically Handicapped Students, has been instrumental in eliminating a number of architectural barriers on campus and obtaining special equipment and special policies assisting handicapped students.

All handicapped students are encouraged to contact the Office of Student Advisory and Special Services if they have any questions or concerns.

### Veterans Affairs 385-1679

This office provides services and assistance for all veterans enrolled at Boise State University and non-student veterans living in the University's normal service area. The Veterans Coordinator, through an Outreach Program, informs and advises veterans of their eligibility for educational benefits and assistance. The office is responsible for establishing special education programs of a remedial, motivational, and tutorial nature that will assess veterans' needs, problems, and interests. The Veterans Affairs staff will refer veterans in need of counseling to the other student assistance areas and to community agencies.

### **Complete Withdrawal From BSU**

If you are contemplating withdrawing from the University, come to Student Advisory and Special Services for a withdrawal form. A staff person will do an exit interview and advise you of the clearance procedures. The office will try to assist you in handling some of your problems and will refer you to other student assistance areas or community agencies for help with special needs.

If you are physically unable to come in due to hardship or health, telephone or write the Student Advisory & Special Services office and request a "Petition for a Complete Withdrawal."

When the exit interview is completed and you are certain a complete withdrawal is the best decision for you, the staff person will sign your withdrawal form and direct you to the appropriate offices for clearance.

For more detailed information and cut-off dates see the IMPORTANT DATES Page 5 in this handbook, the University Bulletin and the Academic Calendar.

Whenever you need some assistance or information, we will try to do everything possible to help you.

### **Student Advisory & Special Services Staff:**

Ed Wilkinson, Dean  
Margarita Sugiyama, Administrative Assistant  
Sonja Sanders, Student Assistant  
Beverly Crawford, Secretary  
Gregory Easter, Student Tutorial Coordinator

### **Veterans Affairs**

Robert Garrecht, Coordinator  
Wanda Vieselmeyer, Secretary  
Rod Briggs, Student Assistant  
Steve McClaren, Student Assistant

### **Talent Search**

Luanne Epeldi, Recruiter/Counselor

## **Career & Financial Services** **385-1664**

Career and Financial Services provides a program of advising and assistance to students regarding

financing their education, determining what they want to do when they graduate, and obtaining career employment upon graduation. The office is located in Room 117, Administration Building.

### **Financial Assistance**

Boise State University has a comprehensive financial assistance program which includes a variety of types of scholarships, loans, grants, and part-time jobs for which one might apply. Due to the changes occurring in traditional financial assistance programs, students should arrange to see a staff member in Career and Financial Services during **Fall Semester** to learn what assistance might be available and how to apply.

### **BSU Scholarship Applications**

These can be obtained from the Coordinator, Student Financial Aid Programs, Administration Building, Room 117. Applications are to be returned to the Career and Financial Services office. The deadline for scholarship applications is February 1, 1978. Applications postmarked after February 1st will not be processed by Career and Financial Services.

### **Career Services**

Career and Financial Services also provides information regarding career opportunities and career choice. Students are invited to utilize this service anytime during their university years to assist in the important decision of what to major in and what to do after graduation.

A part-time job referral service is maintained in Room 117, Administration Building.

Career and Financial Services also assists graduating students and alumni by providing information about job hunting techniques and employment opportunities. Graduating students are encouraged to establish a placement credential file with the office early in their final year. This permanent file contains references and other valuable information which can be provided to employers or graduate schools. The office also arranges for a variety of employers to interview graduating students right on the campus.

### **Career and Financial Services Staff:**

Richard Rapp, Director  
Richard Reed, Coordinator, Student Financial Aid Programs  
Esperanza Nee, Advisor  
Ray Rodriguez, Advisor  
Margaret Betty, Student Personnel Assistant  
Carol Hines, Secretary  
Wanda Craig, Secretary  
Christy Jedlick, Principal Clerk  
Jane Woolsey, Account Clerk (Employment)

## **Admissions** **385-1177**

Admissions handles all the paperwork involved in keeping your academic record up-to-date from the moment you first apply for admission until the day you graduate and receive your degree. If you need to know whether the University received your application, high school or other college transcripts, or how much it costs to register, where to register, when, and how, the Admissions people in Room 100 (Admissions Window), 101, and 103, first floor of the Administration Building, are there to help.\*

\*General admissions and program counseling as well as referral services are also available from this office.

### **Admissions Staff:**

Guy Hunt, Dean  
Margene Muller, Secretary  
Steve Spafford, Associate Dean  
Debbie Lassen, Secretary  
Evelyn Bobo, Supervisor Undergraduate files  
Gladys Crawford, Information Clerk  
Martha Berry, Coding Clerk  
Krista Hess, Records Clerk  
Margaret Jones, Permitting Clerk  
Virginia Hemingway, Graduate Admissions Clerk  
Donna Mickels, Assistant Graduate Admissions Clerk

## Registrar's Office 385-3486

The Registrar's Office can answer any questions you might have about your BSU transcript, credits earned or transferred in from other colleges or anything concerning your cumulative academic record. If you wish to obtain a copy of your BSU transcript for yourself, prospective employers or other schools, this service is provided free of charge. Registrar's staff will certify your attendance or G.P.A. for such things as Social Security benefits, educational loans and insurance company's "Good Student Discount". A Veteran's clerk is also available to help you if you need to apply for Veteran's benefits or have questions concerning them. This office is located in Rooms 102, 104, and 108 of the Administration Building.

### Registrar's Office Staff:

Susanna Holz, Registrar - Room A-108  
Jack Bugge, Assistant Registrar - Room A-108  
Debbie Christensen, Secretary to Registrar-Room A-108  
Debbie Afoa, Data Control Clerk - Room A-102  
Lucia Overgaard, Records Clerk - Room A-102  
Teresa Garman, Records Clerk - Room 102  
Carol Johnson, Extended Day and Special Programs Clerk - Room A-104  
Asst. Extended Day and Special Programs Clerk - Room A-104  
Beverly Mansfield, Transcript Clerk - Room A-104  
Ann Lindley, Recorder - Room A-104  
Terri O'Halloran, Asst. Recorder - Room A-104  
Kathy Tipton, Transfer Credit Evaluator - Room A-107  
Barbara Parrish, Asst. Transfer Credit Evaluator - Room A-107  
Lucille Nusbaum, Veterans' Clerk - Room A-108  
Jeanne Daniel, Receptionist and Asst. Veterans' Clerk - Room A-108  
Sandi Cook, Graduation Clerk - Room A-108

## Student Residential Life 385-3986

No matter where you're living, the Office of Student Residential Life affects you. If you live in a residence hall, apartment, married student housing, or even if you're living at home, this office may be able to assist you. The office is concerned with making the student's residential experience meaningful and enjoyable.

Any individuals or groups of students with problems or questions related to their residential situation should come to Room 110, Administration Building, for assistance. The selection and training of the Resident Directors, Resident Advisors, and residence hall officers are the responsibilities of the Office of Student Residential Life. The office also tries to identify the needs of students as related to their residential experience, so that through individual counseling or new programs these needs can best be met. This includes married students, commuter students, and residence hall students. The office supervises all applications, assignments, and financial arrangements for on-campus and married student housing; and oversees the physical operation and maintenance of these facilities.

### Residence Hall Resource Personnel

#### Resident Director

Each residence hall has a Resident Director who is responsible for the over-all operation of the hall and its government. The Resident Director (R.D.) works directly with the students in establishing the residence hall's organizational structure and social program. He/She assists in planning a diversified social, athletic, and educational program based on the needs and interests of the students in the building. Your Resident Director is just as available and more than willing to meet with you for personal conferences, advice, etc., as he/she is for official business. The R.D. actively encour-

ages your participation in the planning and carrying out of various hall functions. Some of those activities include dinners, coffee hours, dances, picnics, intramural athletics, and other social affairs.

#### Resident Advisors

The Resident Advisors in each hall are selected upperclassmen who are responsible for the development of an effective hall unit. The R.A.'s responsibilities include advising students, referring student concerns to various campus services and assisting new students in their orientation to the campus. The Resident Advisor has the authority to enforce University policies and procedures.

#### Residence Halls and Married Student Housing

Boise State currently maintains four residence halls (Chaffee, Towers, Driscoll, and Morrison) with accommodations for approximately 760 students. Married student housing consists of three units: University Courts, Heights, and Manor. Living conditions are comfortable and conducive to academic progress.

Boise State University does not offer residence hall accommodations for a period of less than an academic year. This agreement is binding for THE ENTIRE SCHOOL YEAR, effective upon the signing of the application contract.



Eligibility to live in a Residence Hall or Married Student Housing is dependent upon an individual being accepted by the University as a regularly enrolled student carrying 8 credit hours or more.

**A. \$45.00 Application Fee and Security Deposit:**

The \$45.00 application fee and security deposit, which is NOT to be construed as a partial payment for rent of quarters, must accompany this application-contract. After assignment, the deposit is held as a guarantee against loss and breakage of hall equipment and furniture and as assurance of compliance with the full terms of the contract. This will remain in effect for the following year, providing the student continues as a residence hall resident; otherwise the \$45.00 will be refunded at the end of the year less any amount due the University. If a student does not fulfill his contract and leaves at any time during the academic year, the security deposit will be forfeited.

The University reserves the right to refuse any application for accommodations in University residence halls upon return of the deposit.

**B. Cancellation of the Application-Contract by the Student (prior to occupancy):**

The application contract may be canceled by the student at any time prior to confirmation of room assignment but not later than August 1 for the first semester and January 1 (new applicants only) for the second semester. Cancellations after these dates will forfeit the \$45.00 security deposit.

**C. Conditions for Terminating the Application-Contract by the University (after occupancy):**

Students who wish to break their contract prior to the end of the year are subject to the following terms and conditions:

1. Under all conditions, a Petition to Break Contract must be completed with the Office of Student Residential Life.
2. Students will not be permitted to break their contract prior to the end of the academic year unless

there are emergency considerations and/or contingencies such as marriage, graduation, withdrawal from school or transfer to another school.

3. Any students who do not plan to return for second semester must still complete a Petition to Break Contract prior to the end of the fall semester.

4. A student withdrawing after assuming residence in the hall shall be obligated for the full amount of the room, unless he/she can find a regularly enrolled full-time student to take his/her place from outside of the residence halls. This option can be exercised only when there is no waiting list.

5. If a student's withdrawal involves critical illness which is verified, he/she may petition for a refund. If granted, he/she will be liable for the cost of room and board during the time of occupancy.

6. Students who violate rules or whose conduct is unsatisfactory may be asked to leave the hall and/or the University, forfeiting all payments, and vacating the hall within twenty-four hours.

7. Situations with extenuating circumstances which affect the health and welfare of the student will be reviewed by the Office of Student Residential Life; recommendations will be made to the Director of Student Residential Life.

8. Refunds for termination of the contract which are approved will be made on a pro rata basis for the unused portion of room and board payments made previously. Any students who receive such a refund and who have been recipients of financial aid which has been applied towards their housing payments must assume the responsibility for repaying the appropriate financial agency from which they receive their funds.

**D. General Residence Hall Regulations:**

Occupancy of a hall is a privilege extended to the student by the University. The continuation is dependent upon his or her reasonable and satisfactory personal conduct and the observance of all University regulations.

1. Quarters are to be occupied only by the student for whom they are reserved. Neither room reservations nor meal tickets are transferrable.

2. The University respects the student's right to privacy; however, the University reserves the right to enter a student's room at any time for health, safety, welfare and maintenance purposes; this usually is done with advance notice. However, in cases where there is probable cause to believe that the student is or has been violating University and/or residence hall regulations, the University can enter a student's room. This right is exercised with great discretion.

3. All residence hall contracts are for both room and board. Contracts for room only are not available.

4. Room and board payments for the academic year become due and payable prior to August 1; final confirmation of a room assignment cannot be made until financial terms of this contract are met by total payment or the three specified installments. Arrangements for payment other than the above must be made directly with the Office of Student Residential Life.

5. Students will be responsible for the furniture and fixtures in their rooms and for University property within the hall. Where individual responsibility for damages can be determined, the individual will be charged. Otherwise the charge will be made against the hall or floor organization and prorated among the students living in that suite, floor or area at the time the damage occurred.

6. Payment for damages during the academic year will not be taken out of or charged against the security deposit unless the damage charge is not paid. This deposit must remain intact until the end of the year or when the student leaves the University permanently.

7. Participation in fire drills is mandatory. Residents who fail to comply with this requirement and do not vacate the hall when the alarm rings may be asked to move out because the University cannot then accept responsibility for their safety.

8. Anyone found turning in a false alarm, tampering, damaging, or in any way using fire equipment or



safety apparatus for other than its intended use will be immediately dismissed from the residence hall, fined, and subject to further action by the University authorities. Electrical wiring or alteration of existing wiring by students is prohibited.

9. The use and/or possession of alcoholic beverages on campus is prohibited.

10. Possession of fire crackers, gun powder and/or other forms of explosives is prohibited.

11. Quiet hours extend from 7 p.m. to 7 a.m. except on "quiet hours" floors/suites where the quiet period will be longer and will be determined by the residents of that unit.

12. Each residence hall permits up to ten (10) hours visitation per day with the hours determined by the students.

13. A student cannot block or restrict access to his room by a University official.

#### **E. University Regulations:**

All students are held responsible for knowing the University Regulations and information set forth in the official catalog, Student Handbook, and Residence Hall Handbook. All University rules and regulations as well as residence hall regulations are specifically made a part of this contract by reference.

#### **F. Social Fees:**

All residence halls have a required \$15.00 social fee which is set and collected by each hall government at the time the student checks into the hall. This fee is used for programs, activities, and various types of interest group projects as desired by the students.

#### **G. Hall Assignments:**

All students must have a completed and signed application-contract filed with the Director of Student Residential Life before a hall and room assignment can be made. Halls and rooms are assigned on an adjusted priority system (returning residence hall students have housing priority), date of application and deposit, and ACCEPTANCE BY THE UNIVERSITY. If a specific person is desired

as a roommate, the two persons concerned should be certain that their applications are filed about the same date. If no one is requested as a roommate, it is then assumed that the applicant will accept the person assigned.

The preferences indicated by the student on the application-contract card regarding the desired hall, room size, and so forth are not binding but will be honored whenever possible in making assignments.

#### **H. Christmas and Spring Breaks:**

The residence halls are officially closed during Christmas and Spring Breaks. Any student desiring to remain in the halls for all of either of these periods or a portion thereof will be required to pay \$2.00 per night.

#### **I. Unclaimed Room Reservations:**

All room reservations unclaimed by midnight of the last day of regular registration for either semester will be canceled, and the \$45.00 application fee and security deposit forfeited. If the holder of the reservation will be late in arriving, he must notify the Director of Student Residential Life prior to the above date by telegram, telephone, or letter.

#### **Student Rooms:**

Because of health and safety standards, student rooms are inspected by two members of the staff. AT NO TIME MAY ARTICLES OR FURNISHINGS BELONGING TO BOISE STATE UNIVERSITY BE REMOVED FROM ORIGINAL PLACEMENT WITHOUT SPECIFIC WRITTEN APPROVAL. It is the responsibility of the occupants of each room to report any needed repairs immediately to the R.A. or custodian. It is recommended that all valuable personal items be insured.

#### **Food Service**

A.R.A. Slater Food Service provides three optional meal plans:

Option A: 7-day (20 meals: 3

meals, Monday-Saturday; 2 meals Sunday)

Option B: 7-day (14 meals: 2 meals [Lunch and Dinner] Monday-Sunday)

Option C: 5-day (10 meals: Lunch and Dinner, Monday-Friday)

Costs are subject to change without notice. There is no refund or "carry-over" of meals not eaten in the dining room. The dining room will be closed during Thanksgiving, Christmas, Semester Break, and Spring Vacation.

Meal option changes can be made through the first week of the semester only.

Meal tickets are non-transferable. Students lending or borrowing meal tickets are subject to disciplinary action and/or fines.

No food shall be taken from the Dining Area, with the exception of sick trays which may be obtained by presenting a designated card with the signature of a Resident Advisor or Resident Director.

Any student, who for either religious or medical reasons requires an unusual diet should not make reservation for a residence hall room. ALL RESIDENCE HALL STUDENTS ARE REQUIRED TO PURCHASE A MEAL TICKET.

*Because of health standards, students not properly dressed may be refused admittance to the dining room. The dining room is on the second floor of the Student Union.*

#### **Equal Opportunity and Availability Institution**

The University is an equal opportunity institution which offers living accommodations and provides equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, creed, national origin, sex, or age, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act, where applicable, as enforced by the U.S. Department of Health, Education, and Welfare.



### Mail Service

Individual or room mail boxes are provided for residents at the desk or main office on the first floor of each hall. Mail box numbers are issued each resident when they check in.

### YOUR CAMPUS ADDRESS SHOULD READ:

*Student's Name*

*P.O. Box No.-Name of Hall*

*[Chaffee, The Towers, Morrison or Driscoll]*

*Hall Address*

*[Chaffee: 1421 Campus Drive*

*Driscoll: 1100 Theatre Lane*

*Morrison: 1515 Campus Drive*

*Towers: 2303 Campus Drive]*

*Boise State University*

*Boise, Idaho 83725*

### Telephone Service

Residents of Chaffee and The Towers are issued his or her own personal Billing Code Card for the private telephone in the assigned room and are responsible for its use and security. DO NOT LEND IT TO ANOTHER STUDENT. Abuse or damage of equipment will mean discontinuance of service.

### Parking

Assignment to a residence hall room does not involve any obligation on the part of the University to provide security of or reserve a specific campus parking space for automobiles. Cars must be registered, and decals obtained from Parking Control during registration. All residence hall students are subject to the same traffic and parking regulations as other students.

Bicycle racks are located near the entrances to all halls and owners are advised to use strong locks to discourage theft. Motorcycles must be registered and a decal displayed before they can be parked in designated spots in the parking lots. Motorcycles are not to be parked or driven on the grass or sidewalks.

### Residence Hall Student Government

Each residence hall has its own independent Student Government composed of a Council or Senate, Executive Officers, and a Judicial

Board. The Council or Senate is the legislative body of the hall association and is generally composed of elected representatives from each floor or suite. The Executive Officers are elected in an all-hall election. The hall executive and legislative branches are directly involved in the planning and execution of activities, programs and policies of interest to all residents in the hall. They are responsible for the enactment and enforcement of hall rules and regulations as well as University policies.

### Student Residential Life Staff:

Susan Mitchell - Director

David Boerl - Assistant Director

Rick Brandel - Student Assistant

Mark Rosenberger - Student Assistant

Becky Hamilton - Secretary to Director

Tina Tidwell - Secretary, Married Student Housing

Colleen Haynes - Secretary to Assistant Director

Jack Hyder - Buildings Superintendent



# Counseling and Testing Center

385-1601

This counseling service has been established to provide assistance to Boise State University students with personal, vocational and educational concerns. Its objective is to aid students to become more self-reliant and effective in their personal and social relationships. The service is based on the premise that at times many normal individuals have problems that they alone cannot resolve. Because of their age and particular circumstances, college students may have concerns of this nature with greater frequency than persons not in school. Both individual and group counseling are available.

The Counseling Center is also responsible for the administration of such nationwide testing programs as the American College Testing, Miller Analogies Test, College Level Examination Program (CLEP), etc.

## Procedure

Any Boise State University student may arrange to see a counselor

about any matter of concern. The Center operates on the assumption that "talking through" a concern with a counselor is a most effective way of resolving the difficulty. While counselors do not necessarily give advice, they do provide information when appropriate. Frequently the counselor can respond in such a way that the student gains more understanding of himself. It is our belief that self-understanding and the application of systematic problem-solving techniques are the keys to the resolution of personal difficulties.

An appointment with a counselor can be made in person or by telephoning 385-1601. The office is located in the Library Building, Room 247. Interviews are scheduled for 30 to 60 minutes. Frequently several conferences with a counselor are indicated. In many situations a counselor can be seen "on the spot". An appointment may usually be made in a short time.

## Hours

The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

## Testing

A number of standardized tests are available, and when it would appear beneficial they may be administered to a student. Tests of interest, general ability, and special aptitude are most commonly utilized. Normally, the results of tests are more useful in stimulating self-analysis than in providing answers to problems.

## Referrals

Individuals normally can profit from counseling only if they feel a need for this kind of service. Nevertheless, referrals of students by faculty members are frequently appropriate and are welcomed by the staff of this office. Some type of communication by the referring faculty member to the counselor is usually beneficial.

## Confidentiality

No one talks openly about himself if he is afraid that he may be hurt in some way by revealing his feelings. To encourage openness, all matters discussed by the students are held confidential and only with written permission of the student is information released to others. No report of the counseling is made in any official university record.

## Staff

By virtue of training and experience, all counselors in this office are well qualified to provide assistance to students. Most possess earned doctor's degrees in Counseling Psychology or related fields. In addition, each counselor holds a joint teaching appointment in Psychology or Education which facilitates their understanding of the academic process. They are sensitive to the conflicts and concerns which confront many individuals.



# Counseling Center

Room 247, Library Building  
8:00 a.m. to 5:00 p.m.  
Monday through Friday  
385-1601



Ms. Clare Young  
Receptionist



Dr. David P. Torbet  
Director



Ms. Mary Cozine  
Secretary



Virginia Grafton  
Counselor



Dr. Max Callao  
Counselor



Dr. Anne DeLaurier  
Counselor



Darlene Pline  
Testing Technician



Dr. Richard Downs  
Counselor



Gina Kirkpatrick  
Counselor

# Student Union 385-1448

As the center of campus social life, the SUB is yours to enjoy and use during your between-class and leisure hours at Boise State. It was specifically designed to provide a wide variety of special services and facilities that are available to all students, faculty, administration, alumni, and community guests. For information about services, equipment or facilities call 385-1448.

## SUB Hours

Monday through Thursday - 6 a.m. to 11 p.m.

Friday - 6 a.m. to 1 a.m.

Saturday - 12 noon to 1 a.m. Lobby opens at 6 a.m.

Sunday - 12 noon to 11 p.m. Lobby opens at 6 a.m.

## Your Campus Store

Located on the first floor, the Campus Store supplies all textbooks, study aids, general school supplies and other necessary campus merchandise. You can also buy paperbacks, magazines, toiletry items, cosmetics, stationery, clothes, novelty items, candy, art supplies, and a variety of other commercial items handy to have as a student. The textbook and paperback sections are located in the rear of the store, while class supplies, notebooks, paper, art and engineering supplies are near the front center-right as you enter. Toilet articles, candy, novelties, etc. are also up front center-left as you enter. The BSU Campus Store also provides a check cashing service, key duplicating, rubber stamp making, Xerox copying, and photo service for all members of the University community.

The management advises students to buy the textbooks required for their classes within 20 days after registration because excess books have to be returned to the publishers within a specified period of time after the beginning of classes. If students wait too long to buy their books they may find there are no textbooks available at the store.

The store has an excellent security system and shoplifters are prosecuted.

## BSU Food Service

The University contracts yearly with a commercial food service firm (Slater) for all food services on campus. For information call 385-1225 or call Student Residential Life at 385-3986 about meal tickets. Some of the facilities provided are:

**SUB Main Dining Room** (Boarding Students) - Located on the right of the stairway of the second floor, the dining room serves three full meals a day, cafeteria style to all students with meal tickets.

Meals are served at the following times:

Breakfast: Monday-Friday 7:00-8:00; Saturday 8:00-8:30; Sunday 10:00-11:30

Continental: Monday-Friday 9:00-9:30; Sunday Brunch

Lunch: Monday-Friday 11:00-12:45; Saturday 12:00-1:00

Sandwich Bar: Monday-Friday 12:45-1:40

Dinner: Monday-Friday 5:15-7:00; Saturday 5:00-6:00; Sunday 4:00-5:00

**Snack Bar** - takes up the whole northwest end of the SUB's first floor and uses the scatter system in the fountain area so customers can pick up only what they want without standing in line. Hamburgers, hot dogs, salads, sandwiches, soups, ice cream, cokes, etc., as well as hot lunches ala carte are offered from 11:00 a.m. until 1 p.m., Monday through Friday. Breakfast menus are available every day. Sandwiches, hamburgers, etc. are available all day.

**Snack Bar Hours:** 7 a.m. to 7 p.m., Monday through Thursday; 7 a.m. to 4 p.m., Friday.

**Catering** - Slater Food Service offers catering for all types of functions. Special affairs such as luncheons, banquets, teas, receptions, and coffee breaks can be easily arranged by calling the Caterer at 385-1676.

## General Purpose Meeting Rooms

There are meeting rooms available to recognized student organizations and faculty or staff located on the second floor of the SUB. Room reservations are made in the Scheduling Office on the first floor and should be made early to assure a room. The majority of meeting rooms have conference tables, chairs, and some blackboards. Other equipment can be procured by the Scheduling Office if ordered early - such as rostrums, lecternettes, public address systems, projectors, and so on. Many of the meeting rooms are named after different counties of the State of Idaho. In a case when Food Service will be involved, such as a banquet, one should contact the Operations Office first to be sure that there is room available.

## Information Center 385-1448

The Information Center is located in the main lobby to your direct right as you enter the front door of the SUB. The Information Center is the HUB OF THE SUB. Information concerning current and up-coming events, ticket sales, office location, lost and found, paging telephones and special events can be obtained here as well as cards for registering classified ads on the bulletin boards to either side of the Information Center counter. Lost and found services for the entire campus are located here.

## Programs Office 385-3654

This office is located on the second floor. The Programs Office contains the headquarters for the Student Union Programs Board and its subcommittees, the ASB Judiciary System, as well as for all student organizations. Each recognized student organization has a campus mailbox in the Programs Office and is required to submit an up-dated roster of all officers to maintain recognition.

Coordination of all campus activities, the filing of "Activity Scheduling Forms" and planning of dances, concerts, art shows, cabarets, films, coffeehouses, lectures, banquets,



and numerous outdoor activities take place here. If you want to "Get Involved" or find out about fraternities, sororities, other campus organizations, check out sign-making kits, or schedule an event - this is the place.

#### **Scheduling Office 385-1677**

The Scheduling Office is located on the first floor across from the Campus Store. All scheduling of the Student Union Building facilities is done in this office.

#### **Telephones**

Four public pay phones are located directly behind the main lobby stairway on the first floor. Blue paging telephones are located on the first floor next to the Information Desk and on the second floor in between the Big Four meeting rooms and the Nez Perce room. One public pay phone is also located outside the Ballroom.

#### **Lounges**

There are two very large lounges that take up the northwest corner of both the first (Boisean Lounge) and second (Ada Lounge) floors of the SUB. Both have huge fireplaces, ultra-soft furniture, and excellent panorama views of the campus. A great place to rest and relax between classes. The TV Room on the second floor north is open during regular hours of the SUB.



#### **Lookout**

The Lookout is on the third floor of the SUB and is used for coffeehouse entertainment in the evenings and a quiet study area during the day with piped-in FM music. No classes or meetings are permitted to be held in this area - so it makes an ideal setting for quiet study or to "rap" with a friend.

In addition to the above, the Lookout will be used as a third lunch room (from 11:00-2:00 daily) for students, faculty, administration and guests. However, the Lookout is still a major source for our Coffeehouse entertainment and student study lounge.

#### **Ballroom**

The Ballroom on the second floor north is used for dances, luncheons, speakers and other activities and has an occupant capacity of nine hundred.

#### **Recreational Facilities 385-1456**

The Games Area is located on the first floor past the Campus Store. There are six bowling lanes, ten billiard tables, two snooker and one three-cushion billiard tables, foosball machines, table tennis, coin amusement machines, a music listening room, outdoor recreational equipment and other rental equipment available; as well as chess, checkers, cards, cribbage, etc. - available at no charge. Also the lockers located on the left of the entrance to the Games Area are available for rent to students; check at Games Area Desk.

#### **The Head Shop 385-1260**

Also located on the first floor to your right as you enter the front of the SUB, this two-chair shop offers hair-styling for both men and women six days a week from 9:00 a.m. until 5:00 p.m., and Saturday 9:00 a.m. to 12:00 noon.

#### **Art**

Student, faculty, and guest art works, paintings and exhibits are generally displayed in either the Boisean or Ada lounges but may also be seen in the Snack Bar, main lobby area, or central corridors.

**Vending Machines** - are located in the Snack Bar and Games Area on



the first floor of the SUB and in the Lookout on the third floor. Other machines are also located in the residence halls and all academic buildings.

#### **SUB Staff:**

Fred Norman - Director of Student Activities and Student Union  
Christa Bax - Asst. Director of Student Activities  
Mike Henthorne - Asst. Director of Student Union  
Lee LeBaron - Assistant for Operations  
Steve Dingman - Coordinator, Special Events Center  
Sylvia Cotton - Secretary to the Director  
Lori Jordan - Secretary to Asst. Director of Student Activities  
Bonnie Stewart - Secretary to Asst. Dir. SUB & Asst. for Operations  
Sherri Harrit - Information Center Supervisor  
Ann Balfour - Information Center Assistant  
Greg Hampton - Games Area Manager  
Tom Coates - Asst. Manager, Outdoor Activities

#### **Also in the SUB:**

Betty Brock - Campus Store Manager  
Sam Marotto - Food Service Director  
Helen Harris - Snack Bar Director

# **Minority Cultural Center** **2256 University Dr.** **385-3979**

The Minority Cultural Center is in a sense an extension of the SUB. It provides a program of academic, cultural, social, and recreational services to all students. The Center was established to promote interaction, awareness, and cooperation between students of all races, and to bring about a greater understanding of the various ethnic, disadvantaged or special groups.

Many of the goals of the Minority Cultural Center include:

1. Establishing a self-help tutoring program.
2. Unity between minority students, white students, and the community.
3. Bridging student communication at BSU.
4. Promoting racial harmony.
5. Promote understanding of and a "self-awareness" among women and handicapped students.
6. Incorporating Black, Chicano, Native American and Asian cultures into the curriculum.
7. Providing a place for organizational meetings.
8. Providing special events, dinners, panels, discussion groups, lectures, films, slide presentations, etc.

We feel the Minority Cultural Center will enhance the unity, racial harmony, communications, and understanding between ALL groups of University students and staff. Because of this coalition and the cohesiveness of minority, faculty, Student Affairs staff, and student government groups, many more improvements and new programs will be initiated and should contribute to the retention of students in the educational programs of the University. As students of Boise State University each should attempt to broaden one's background by sharing with others - the Minority Cultural Center is one more place to do it.

The Minority Cultural Center facilities include three meeting rooms, an office with two typewriters available for student use, portable chalk board, stereo unit, kitchen with limited equipment and lavatory.

## **Executive Task Force on Physically Handicapped Students**

The Executive Task Force on Physically Disabled Students evolved in the fall in 1974 from the extensive efforts of Henry Henscheid, former ASBSU Vice President (1972) and also a physically handicapped student. The ASBSU President and Student Senate approved the objectives and formation of the group and appointed the original members. The initial seven member Task Force has grown to now include approximately sixteen representatives from the student body, faculty, staff, and the community.

The Task Force's primary objectives are to: 1) identify facilities, programs, and activities with the physically disabled student in mind; 2) suggest alternatives and possible solutions to problem areas that effect physically handicapped students; and 3) make recommendations that will assist the University in responding effectively and positively with needed facilities and services for physically disabled students.

Working together the University and the Task Force have been able to eliminate or solve many unique problems and architectural barriers. Because of their foresight in making the campus accessible, the physically disabled student population at Boise State University has tripled in the last two years. For example, funds were obtained through the Idaho State Vocational Rehabilitation Service three years ago to install an elevator in the Administration Building and the University is actively seeking monies to renovate



the old Science Building. Over thirty ramps have been built on campus, of which twenty-four (80 percent) were installed especially for wheelchair and ambulatory students. A long term program of eventually renovating at least one public facility in each campus building has been initiated to include placing mirrors, towel dispensers, etc. at levels accessible to students in wheelchairs, modifying doors, installing special telephones, street lights, and curb cuts where feasible. The University also schedules a separate registration period for physically disabled students, arranges class schedules and/or individualized courses, modified laboratory equipment or facilities and assistance with food trays in the dining areas. Other projects include removing permanent seats in lecture halls to provide space for wheelchairs, leveling sidewalks and trimming trees so blind students will not walk into low hanging branches. A pilot project of attempting to provide "attendant care" for quadriplegic students in the residence halls has also been moderately successful. The Task Force has an excellent working relationship with the University through the Dean of Student Advisory & Special Services. For information call 385-1583 or drop in to Room 114, Administration Building.



# Library

Number of volumes: 200,000

**To charge out a book:** (1) Remove the book card from its pocket inside the back cover. (2) Fill out the card including your name and student number. (3) Present the book, the filled-out book card, and your BSU identification card to a student assistant at the circulation desk who will process the book.

**Remember:** You must have your BSU I.D. card to check out library materials.

The library has installed a new electronic exit control system which will minimize any inconvenience to patrons leaving the library.

## Library Hours

Mon.-Thurs. . . . . 7:30 a.m.-11:00 p.m.  
Friday . . . . . 7:30 a.m.-5:00 p.m.  
Saturday . . . . . 9:00 a.m.-5:00 p.m.  
Sunday . . . . . 2:00 p.m.-10:00 p.m.  
Closed on University holidays.

Book fines: 25 cents per day  
Reserve books: 25 cents per hour  
Periodicals: 25 cents per day

## Arrangement of the Book Collection

The book collection is located on open shelves on all four floors of the library. For location of specific classification numbers, consult the charts near the card catalog.

## First Floor

**CARD CATALOG**—the index to the library's collections. Here the student may discover what information and materials are available and where they are located in the library.

**REFERENCE DEPARTMENT**—has a large collection of encyclopedias, dictionaries, and other reference works to aid library users in finding needed information. A reference librarian is on duty most hours the library is open to assist students and faculty in using reference materials and the card catalog.

**CIRCULATION DESK**—here books are checked out for home use, records are kept of all books in circulation, and if necessary, notices are sent to delinquent borrowers who

fail to bring back their books on time. Books are returned here, and after being checked in, are reshelfed on their respective floors.

**RESERVE DESK**—has assigned readings for courses.

## Second Floor

**CURRICULUM RESOURCE CENTER**  
The library has a large collection of non-book materials housed in the CRC. The collection includes book and non-book teaching materials, phonorecords and tapes, plus many types of equipment for use with these materials.

Also in this area are electronic carrels where students can dial a program of their choice and listen to class lectures or assignments.

## Third Floor

**MAP COLLECTION**—contains maps of Idaho, the United States, and the world. Maps are available in a wide variety of subjects, formats and scales for all areas.

## Fourth Floor

**PERIODICALS AND DOCUMENTS**—are kept in closed stacks on the fourth floor, but these are readily available at the counter. Newspapers and a rapidly growing collection of microfilms are also located here.



Microfilm readers and reader-printers are available.

## Other Services Housed in Library Building

**EDUCATIONAL MATERIALS SERVICES**—houses the educational film library and all types of AV equipment. Special graphic arts and photographic services are also available. It is located on the second floor-east.

**THE READING CENTER**—prepares reading specialists for the public schools, and provides reading services for university students who show reading deficiencies. It is located on the second floor of the Library center.

**THE COUNSELING AND TESTING CENTER** [See Page 31]

**FACULTY OFFICES**—the Departments of Teacher Education, Psychology, History and individual faculty offices are located on the second floor.

**KAID-TV**—an educational television station occupies a portion of the ground floor of the Library Learning Center. It has its own separate entrance on the west side of the building. The facility provides a large production studio, offices and modern broadcasting equipment for a TV station. Boise State University KAID-TV, Channel 4, provides non-commercial public broadcasting programming which serves residents of Treasure Valley. The station produces and airs instructional TV programs in color for public education, higher education, and the community. In addition, programs are produced to offer complete courses via TV for Boise State University as well as supplemental materials for several Boise State University courses and departments. The station is an affiliate of the Public Broadcast Network and airs and produces public television programs in cultural and public affairs for the citizens of Idaho.

Pay telephones . . . . . 1st floor lobby  
Photocopying machines . . . 1st, 2nd  
and 4th floors  
Typewriters . . . . . All floors  
Calculator . . . . . Reserve Desk

# Student Health Service 385-1459

## Location

Directly across from Campus Elementary School at 2103 University Drive.

## Hours

9:00 a.m.-4:00 p.m. every day school is in session.

## Fees

The program is financed by a fee which is automatically paid as part of the registration cost. Minimal fees will be charged for certain procedures and diagnostic tests: e.g., pap smears, premarital blood tests and flu vaccines.

## Eligibility

All full-time students (privileges are not available to part-time students, faculty, or staff members).

## Services

Similar to that of a private office practice which can handle approximately 90 % of your health problems.



Listed below are some of the services:

1. Immunizations - TB skin tests, Diphtheria and Tetanus.
2. Allergy injections
3. Venereal disease diagnosis and treatment
4. Contraception examination, prescription, and counseling
5. Approximately 80 % of all medication that is prescribed for treatment and prevention (most universities charge extra)
6. Minor surgery - removal of warts, cysts, and moles, etc.
7. Some orthopedic care, such as: sprains and contusions; bandages, splints, cervical collars, casts, x-rays of extremities
8. Examination and treatment of illnesses such as strep throat, ear infections, upper respiratory diseases, etc.
9. Emergency care - suturing wounds
10. All laboratory tests, e.g., blood tests for thyroid, diabetes, mono, arthritis, appendicitis, infections

## Staff

2 physicians  
3 registered nurses  
2 receptionists

## Confidential Records

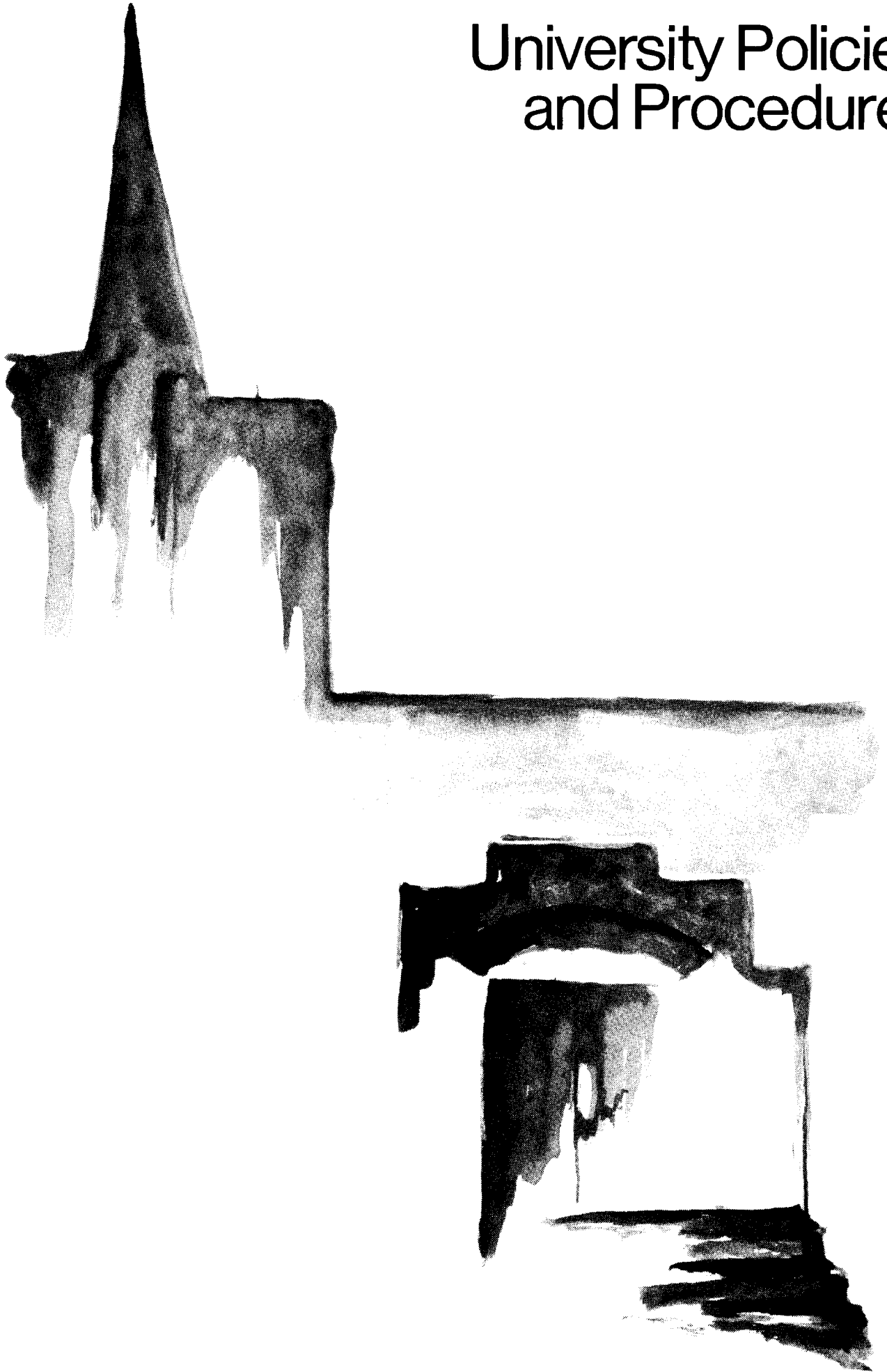
All medical records are confidential and are not part of the student's portfolio. Records will not be divulged without the consent of the student unless required by law.

Good health is an important requirement for good study and the BSU Health Service is interested in and dedicated to this objective. Therefore, we strive not only to care for the acutely ill, but emphasize a continuing program of health education, stressing preventive medicine.

## Student Health Service Staff:

Lester Nyborg, M.D., Director  
Philip L. Dutt, M.D., Staff Physician  
Jerine Brown, R.N., N.P., Nursing Supervisor  
Carolee Foster, R.N., N.P.  
Norma Carstens, R.N.  
Wendy Downs, Receptionist  
Sharan Owens, Receptionist

# University Policies and Procedures



# UNIVERSITY POLICIES

## ACADEMIC INFORMATION & PROCEDURES

### Faculty Advisors

Each student is assigned a faculty advisor by the department offering the student's major. The advisor will study and sign proposed course schedules and will receive various student records.

### Grading System

- A Distinguished work** - Four quality points per credit hour.
- B Superior work** - Three quality points per credit hour.
- C Average work** - Two quality points per credit hour.
- D Passing but unsatisfactory work** - One quality point per credit hour.
- F Failure** - No quality points per credit hour.
- P Pass** - No quality points.
- CR Credit** - No quality points.
- NC No credit** - No quality points.
- I Incomplete:**

The grade of incomplete can be given in cases where the student's work has been satisfactory up to the last three weeks of the semester. The returning student must contact the instructor and consider the following options:

1. Make up the work within the first half of the current semester.
2. Request of both instructor and department chairman an extension of time.
3. Re-enroll in the courses.
4. Request that the Incomplete be changed to a W.

If the student fails to contact the instructor by mid-semester, the instructor can, at that time, change the Incomplete to a "W" or elect to extend the Incomplete into the next semester. Within that next semester if the student contacts the instruc-

tor, the procedure outlined above can be followed. If there is no contact by the student, the instructor by mid-semester will change the Incomplete to a "W".

**W - Withdrawal** - No quality points  
A student who receives a grade of "F" in a given course (if the course is still offered), may elect to retake that course to raise the grade. In respect to a course in Independent Study where the instructor refuses to permit the student to retake the study; where the student cannot secure permission from another instructor to accept the program of study, or where the instructor has left the institution, the grade of "F" upon recommendation of the department chairman, reverts to a "W".

A student who received a grade of "D" in a given course may repeat that course to raise his grade, if in the meantime he has not taken an advanced course for which the first course is prerequisite. Degree credit for courses so repeated will be given only once but the grade assigned at each enrollment shall be permanently recorded.

A student may repeat or retake a class in which that person has received a D or F one time only. This means that if a student receives a D or F a second time, he cannot repeat or retake that course at Boise State University. The exceptions are those courses listed as practicums, independent studies, student teaching and internships which may **not** be repeated or retaken if a D or F is earned. Appeals may be made through the Academic Grievance Board. This applies to students entering BSU for the first time in the fall term of 1977.

- S - Satisfactory** - No quality points
- U - Unsatisfactory** - No quality points
- AUD - Audit** - No quality points
- MR - No record**
- NG - Non-gradeable**

### Classification of Students

After registration, students are classified as Freshmen, Sophomores, Juniors, Seniors or Graduates.

**Freshman** - From 0 semester credits through 25.

**Sophomore** - From 26 semester credits through 57.

**Junior** - From 58 semester credits through 89.

**Senior** - 90 semester credits and over, but has not received B.A. degree.

#### Graduate

**Regular** - Has at least a baccalaureate or equivalent degree and minimum overall GPA of 2.75 or 3.00 for the last two years of undergraduate study, admitted to Graduate School, taking predominately 500 level or 400G courses.

**Provisional** - Has at least a baccalaureate or equivalent degree, admitted to the Graduate School. Undergraduate grade point average is not high enough to be regular status **or** taking undergraduate prerequisite courses.

**Unclassified** - Has at least a baccalaureate or equivalent degree, admitted to the University but not in a graduate program, taking courses of interest on all levels and not seeking a graduate degree **or** taking courses for certification, **or** has not met the specific requirements prescribed for admission to a particular graduate program.



A student enrolled and classified during the first semester is not reclassified at the beginning of the second semester.

A student enrolled for 8 semester hours or more will be considered a full-time student for fee paying purposes only.

For the purposes of student enrollment verification to banks, the Social Security Administration, Veteran's Administration, BEOG, Federal and State Grants-in-Aid, scholarships, other universities, etc., the following schedule will be used.

#### **Undergraduate:**

Full-time - 12 or more undergraduate semester hours

3/4 time - 9-11 undergraduate semester hours

1/2 time - 6-8 undergraduate semester hours

Less than 1/2 time - 5 or less undergraduate semester hours

#### **Graduate:**

Full-time - 9 or more graduate semester hours

3/4 time - 6-8 graduate semester hours

1/2 time - 4-5 graduate semester hours

Less than 1/2 time - 3 or less graduate semester hours

## **Class Changes**

Students may add or drop a class by securing a change in record card from their advisor. The change card must be signed by their advisor and the instructors involved. The change card should then be presented in the Registrar's Office with your identification card for processing. The card is then cleared through the Business Office. The date on which the Registrar signs the card will be the official withdrawal date. It is important to check the academic calendar to become aware of the critical **final withdrawal date**. All classes withdrawn from until two weeks after Mid-terms are an automatic W. Any student who remains enrolled in a class after the final date for withdrawal and fails to complete course requirements will receive a final grade of F.

Appeal for emergency withdrawals after the final drop date shall be made through the Dean of Student Advisory and Special Services upon concurrence of the appropriate faculty member.

## **Withdrawal From the University**

#### **Withdrawal from Individual Courses:**

A student may withdraw from individual courses by securing a change in registration card from his advisor, which must be endorsed by the advisor and each instructor involved, then presented to the Registrar for signature, and then cleared with the Business Office. The date on which the Registrar signs the change card will be the official withdrawal date.

#### **Complete Withdrawal from the University:**

A student may officially withdraw from the University (all courses) *only by securing a withdrawal permit from the Office of Student Advisory and Special Services* and having it signed by same. This office will advise the student of the offices he must clear with before presenting the complete withdrawal to the Registrar's Office. After clearance with the Registrar the student is sent to the Business Office for final clearance.

A student may withdraw until two weeks after mid-semester examinations (see specific date on University Calendar) without penalty for failing work. Any student who remains enrolled in a class after the final date for withdrawal and fails to complete course requirements will receive a

final grade of F. Appeal for emergency withdrawals after the final drop date shall be made through the Dean of Student Advisory and Special Services upon concurrence of the appropriate faculty member.

#### **Faculty Initiated Withdrawal**

The responsibility for withdrawing from individual courses rests with the individual student; but in certain situations the instructor may initiate the withdrawal.

1. If the student registers for the course but never attends.
2. If the student registers for the course, attends briefly, and then neglects to withdraw from the course.
3. If the student registers for the course on an audit basis but never attends, or attends for only a brief period.

In cases of a faculty initiated withdrawal the instructor will notify the office of the Vice President for Student Affairs of the impending action. The Vice President will then notify the student. If no further effort is made by the student within two weeks after the notification, the instructor may then initiate the withdrawal.

#### **Right of Appeal:**

In cases where a strict application of this regulation seems - in the opinion of an instructor, advisor or a student - to work an **unreasonable hardship**, the *Dean of Student Advisory and Special Services* is authorized to grant exceptions.





## Academic Probation and Disqualification

The student whose academic work indicates that he cannot continue in Boise State University with profit to himself and credit to the institution will be placed on probation; and if he continues on probation for two semesters, he will be subject to dismissal from Boise State University. Satisfactory performance means the orderly progression toward graduation maintaining a cumulative grade point average of 2.0 or better. The cumulative grade point average will be computed on all credits attempted.

The student who has a cumulative GPA of 1.5 or lower and who has not been enrolled in a college or university as a full-time student for a period of two consecutive years may, upon returning full-time to Boise State University credit status and completing a semester of full-time work (12 hours or more) with a grade point average of 2.25 for that first semester, make application to the dean of the school for removal of any grade below 1.0 **given by this institution.** With the approval of the dean of the school in which the student is majoring, the GPA would be recomputed to include all grades with the exception of those dismissed. No change will be made in the transcript of record. This instrument will only affect the GPA.

The student will be placed on probation whenever the cumulative GPA falls 12 quality points below a GPA of 2.0. This calculation is made by multiplying by two the total credit hours in which he has been enrolled and subtracting twelve. If the answer so obtained is not exceeded by the student's total quality points, he will be subject to this regulation.

Two successive probations will result in dismissal from Boise State University unless special permission to continue in attendance is obtained from the dean of the school.

Three successive probations will result in dismissal for two semesters with no opportunity for appeal of the decision. Regardless of his cumulative GPA, no student will be dismissed if his GPA for the most recent semester is 2.25 or higher.

The entering freshman whose high school GPA is 1.50 or lower will be limited to a maximum course load of 12 units including non-credit courses.

All students on probation will be limited to a maximum course load of 12 credits including non-credit courses, retakes, and repeats.

Students on probation are ineligible for participation in University-sponsored extra-curricular activities. (See "Eligibility for Extra-Curricular Activities" under Student Policies and Procedures.)

## Admission on Probation

Students wishing to transfer to Boise State University from other colleges and universities must have a GPA of 2.00 or above on all prior collegiate work completed or have cleared the probationary provision outlined above. Transfer students from other colleges and universities who have failed to clear probationary provisions outlined above may, upon written petition, be granted permission to enroll on probation by the Admissions Committee.

## Student Records

When a student enters the University and submits the requested personal data, there is an assumed and justifiable trust placed upon the University to maintain security of that information for the protection of the rights of the student. In order to protect students against potential threats to their individual rights inherent in the maintenance of records, and the many disclosures requested regarding them, and in compliance with the Family Educational Rights and Privacy Act of 1974, the University has adopted BSU Policy 5-1 (Student Records). The policy statement in its entirety is contained in the Administrative Handbook of Boise State University. Any students, faculty, or staff who have questions regarding the records policies of Boise State University may consult with the Vice President for Student Affairs.

The following is considered to be public or directory information unless you specifically state that you do not wish to have this released:

Name  
Local Address/telephone number  
Major Field of Study  
Dates of Attendance  
BSU degree  
Date degree conferred

If you do not wish this information released, you should sign the card provided in your registration packet.



# Student Policies & Procedures

## Philosophy

Boise State University is a large, complex, educational community made up of groups and individuals representing a diversity of social, cultural, and intellectual life styles. The members of this community are no different than those of the larger society. They have the same constitutional rights and the same obligations of all citizens, however, being a member of the University community adds to an individual's responsibility. In order to preserve the individual's rights and freedom as well as the educational goals and purposes of the institution, Standards of Conduct have been developed by a committee of representative student, faculty, and administrative members of the community.

Ideally, each member of the University community assumes individual responsibility for his personal freedom and obligations. The university community expects all members to discipline themselves, individually and collectively, and it requires adherence to the Standards of Conduct appropriate for an academic community. It must and will take appropriate action when a member's conduct places the best interests of the community in jeopardy. Each student, as a member of this community, is responsible for being familiar with the policies of Boise State University.

first and the institution second, reflecting intelligence, maturity, concern for the rights of others, and regard for the education mission of the University.

2. The University does differentiate its responsibility for student conduct from the restrictions of the larger community of our society. The institution will not request or agree to any special consideration for students apprehended and/or charged for a violation of laws of the larger community because of their status as students, but will cooperate with law enforcement agencies in any program for rehabilitation of students.

3. Students involved in civil offenses will not ordinarily have further sanctions imposed by the University unless the ASBSU Judiciary and/or Student Policy Board determines that the offense interferes with the best interests and educational responsibilities of the university. This policy does not, in any way, constitute double jeopardy.

4. The University has the authority to deny admission, dismiss or suspend a student for a violation of its rules and regulations. However, this authority emphasizes the prime responsibility to educate, correct, rehabilitate and counsel wherever possible in preference to any final administrative action denying the individual access to the institution.

5. Procedural fairness is guaranteed to any student at any time who may be in violation of the University

rules and regulations, and particularly where the individual may face such disciplinary action as probation, suspension, expulsion, or the entry of an adverse notation on any permanent record. In the case of less severe disciplinary action, the involved student may choose to consult with the appropriate Student Affairs staff member for adjudication or ask for a board hearing. In all cases of disciplinary action the following will be required:

a. Adequate written notice of the charges and the date, time, and place of the hearing, generally within 7 days. (Statement of charges and notice of hearing, UNLESS WAIVED.)

b. The opportunity for a fair hearing by allowing the student to appear alone or with an advisor of his choice (not necessarily legal counsel except in rare and exceptional cases); to hear the evidence and offer evidence in his own behalf.

3. The right of the accused to question the source of the evidence and all witnesses himself. The advisor to the accused *may* be allowed to question witnesses at the discretion of and approval from all members of the Judicial Board.

4. The right to have access to a transcript of the proceedings and findings of the Board.

5. The right of the accused to appeal the decision of the Board to the next higher authority and to be advised of the procedure.

## General Policies

1. Students are both (1) citizens and (2) members of the academic community. As (1) citizens, they enjoy the same freedoms of speech, peaceful assembly, and right of petition that other citizens enjoy. As (2) members of the academic community, they assume the obligations inherent in that membership and as representatives of the university. These obligations include a creditable demeanor for themselves



# Eligibility for Extra-Curricular Activities

1. In order to represent Boise State University or any student organization in any extracurricular activity of an intercollegiate nature such as debate, student conferences, fraternal or organizational conferences, class related activity junkets, cheerleaders, etc., a student must:

a. Not be disqualified or suspended from the University or on academic, social or conduct probation.

b. Be currently enrolled as a fulltime student (8 hours or more).

c. The ASBSU President, Vice President, Treasurer, and Senate members shall have a minimum 2.25 cumulative GPA standing at the time of election to office and must maintain minimum University standards throughout their tenure in office, in accordance with article V, section 2, clause 1 of the ASBSU Constitution.

2. The Student Policy Board in its official capacity as the primary agency for the development and administration of the Student Code of Conduct, Student Judicial System, and other student policies and procedures relating to student life on the campus of Boise State University, would strongly recommend to those appointing officials that a cumulative GPA of 2.00 or better be set as a standard for academic acceptance in the choosing of individuals to represent the Associated Students of Boise State University. The Student Policy Board encourages student campus organizations to set additional standards that they deem necessary and beneficial to that organization. The Policy Board feels that the duty of relieving a student from the position he/she holds because of lack of compliance with the aforementioned requirements is the responsibility of the appointing official of that organization.

3. Exceptions: Rule 1a does not apply to students engaged in activities that are required as part of a class or students participating in intramural sports.

# CODE OF CONDUCT

The following policies are designed for the general well-being of all members of the University community. Any violations will require disciplinary action.

## 1. Academic Dishonesty

Cheating or plagiarism in any form is unacceptable. The course instructor is responsible for handling each case of dishonesty in the classroom except where a major or repeated offense is involved. In any case he has the right to refer the offense to a higher authority - through his Department Chairman, his Academic Dean, and ultimately to the ACADEMIC GRIEVANCE BOARD:

In proven cases of cheating, a student will be dismissed from the class and a failing grade issued. The student must petition the Dean of the School in which he is enrolled and be accepted before repeating the course.

## 2. Alcoholic Beverages

The State Board of Education has consistently opposed any policy permitting intoxicating beverages on University owned or controlled properties.

## STATE LAW

The Idaho law states that it is illegal to sell, serve or furnish beer, wine, or other alcoholic beverages or intoxicating liquor to a person under 19 years of age. It is illegal for any person under 19 years of age to purchase or attempt to purchase, procure, possess, or consume any alcoholic or intoxicating liquor.

There are a number of minors attending BSU and as a State institution, the University is legally obligated to comply with the State law.

## 3. Drugs

Possession, manufacture, distribution, use, or sale of drugs or narcotics classified as illegal except those taken under a doctor's prescription is prohibited on University owned or controlled property, in University related housing, or at any University sponsored or supervised function.

## 4. Falsification of University Records

Willful falsification of official records or documents, or omission with the intent to deceive, is prohibited. Included in this regulation, but not limited to the following, is the forging, alteration, or misuse of University documents, records, fee receipts, identification cards, meal tickets, parking decals, financial aid forms, telephone billing cards, ASBSU forms or documents.

## 5. Harassment

Any practice by a group or an individual that detains, embarrasses, or degrades a member of the University community, endangers his health, jeopardizes his safety, or interferes with class attendance or the pursuit of education, is prohibited.

## 6. Illegal Entry

Any actual or attempted unauthorized or forceful entry into any University facility or building is prohibited.

## 7. Lawful Orders

Failure to disperse or to leave, disrupting or obstructing a University building or facility, room or other premise, or to cease the use of loudspeakers, amplifiers, or other forms of noise after being given notice or a lawful order to do so by a duly authorized agent or administrative officer of the institution, is prohibited.

## 8. Theft

Theft or the conversion of another's property, personal, public, or institutional, is prohibited.

## 9. Disorderly Conduct

Detention, threatening or physical abuse of another person in or associated with the University community, malicious destruction, damage, or misuse of University or private property, including, but not limited to, library materials, vandalism, fire equipment and alarms, obstructive and riotous acts, is prohibited. The above includes verbal or physical abuse of any member of the BSU community on or off campus, where the situation involves the educational purposes or objectives of the University.

## 10. Lewd or Indecent Conduct is prohibited.

## 11. Gambling of any form is prohibited.



# Sanctions

## 12. Firearms or Dangerous Weapons

a. BECAUSE OF THEIR RECOGNIZED DANGER, FIREARMS, ILLEGAL KNIVES, EXPLOSIVES, CHEMICAL OR INCENDIARY DEVICES WILL NOT BE KEPT ON UNIVERSITY OWNED OR CONTROLLED PROPERTY OR IN STUDENT LIVING QUARTERS. Possession of explosives, chemical or incendiary devices, loaded or unloaded firearms on campus, except as expressly authorized by law or institutional policy, is prohibited. *The Boise City Code interprets air rifles, pellet or BB guns as being weapons or firearms.*

b. Possession and use of fireworks in any University building or on campus is prohibited.

c. Occupants in University housing and off-campus housing, living within the city limits are subject to Boise City ordinances and State laws.

## 13. Group Offenses

Living organizations, societies, clubs and similarly organized groups are responsible for compliance with University regulations. Upon satisfactory proof that the group encouraged, or did not take satisfactory steps, or make a reasonable attempt, as a group, to prevent violations of University regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation, or other action.

## 14. Other Institutional Policies

Violation of any University or ASBSU rule may result in a sanction imposed under this Code.

## 15. Official Notification

Failure to appear or respond to any official notification or summons of a duly authorized administrative, faculty, or student representative of the University, is subject to disciplinary action.

Sanctions which may be imposed upon the individual proven guilty for misconduct on or off campus may include one or a combination of the following:

### 1. Expulsion

Expulsion is an administrative or Student Policy Board action indefinitely terminating a student's registration at the institution. Readmittance is possible only by action of the Student Policy Board and/or the President of the University.

### 2. Suspension

Suspension is an administrative or Student Policy Board action terminating registration, with a possible loss of academic credit, for a prescribed period of time not to exceed two years. Reenrollment must be requested by petition through the Student Policy Board. **(After reenrollment there is normally a probation period determined in length by the act committed.)**

### 3. Conduct Probation

Conduct Probation is a written sanction with or without loss of designated privileges signifying that additional disregard for the standards of conduct will constitute grounds for suspension or expulsion. A minimum time period is always prescribed. Other conditions or restrictions may also be included or a combination of sanctions imposed. The individual's family may be notified.

### 4. Loss of Privileges

Loss of Privileges is a disciplinary action excluding a student from participating in certain activities or enjoying certain privileges for a prescribed period of time. Loss of privileges may include:

- Removal from campus living quarters or other University housing
- Restriction to campus living quarters
- Relinquishing a student office
- Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student

## 5. Censure

Censure is a written reprimand warning the individual that repeated infractions of the standards of conduct will result in official sanctions by the Judiciary. The possible loss of a minor privilege or privileges and/or a fine restriction may also be imposed. The individual's family may be notified.

## 6. Admonition (or warning)

An Admonition is a notice, oral or written, explaining that continuation or repetition of an offensive act will lead to more severe disciplinary action.

## 7. Restitution

Restitution is the paying of fines or payment of damages for violations that caused the physical loss, damage, or injury to property or persons may be imposed with any of the above sanctions where appropriate. Restitution may also be imposed for a particular act or violation of the code where said payment of a fine or the performance of a service is reasonable and appropriate. Failure to comply may result in cancellation of registration and a hold on readmittance until the obligation is met.



# Type of Hearing Boards

## Student Policy Board

By delegation of the President of the University, the Student Policy Board under the chairmanship of the Vice President for Student Affairs, is designated as the primary agency for the development and administration of the Student Code of Conduct, Student Judicial System, and other student policies and procedures relating to student life on the campus of Boise State University.

The Student Policy Board is the highest board in the judicial appellate structure and as such will hear appeals from cases heard by the ASBSU Judiciary. Recommendations for possible suspension or expulsion will be submitted through the Vice President for Student Affairs to the President of the University.

The ASBSU Judiciary Council and all other judicial bodies are subordinate to the Student Policy Board. The appropriate Student Affairs staff members working in their respective areas of responsibility have the authority to establish residence hall councils or standards committees to hear cases concerning violations of group rules and regulations. The council or committee may recommend, to the appropriate staff member, sanctions such as admonition, censure, probation, or disqualification and/or loss of privileges. The judicial bodies are subordinate to the ASBSU Judiciary.

The Student Policy Board is composed of two ASBSU Executive Board members, three student representatives, two members of the faculty, two Student Affairs staff members and the Vice President for Student Affairs who serves as chairman.

## ASBSU Judiciary Council

The supreme judicial power of the Associated Students is vested in the ASBSU Judiciary Council whose authority is delegated from the University President and is derived from the Associated Students. The ASBSU Judiciary has the authority or original jurisdiction in all cases involving alleged violations of ASBSU and/or University regulations or policies. They will hear all complaints other than academic unless referred to a lower tribunal.

Appeals from decisions or recommendations of the ASBSU Judiciary will be made to the Student Policy Board. This procedure of appeals has been agreed upon and accepted by the Student Senate and the University President.

If the individuals charged with a university violation are in need of remedial or rehabilitative services, they may submit a written request to the Vice President for Student Affairs to have their case heard by a committee of faculty and staff, instead of the ASBSU Judiciary.

The ASBSU Judiciary Council has a variety of powers and obligations. The Council consists of five (5) students and two (2) tenured faculty members, all of which have equal voting power. The powers and obligations are as follows:

1. To determine the constitutionality of any ASBSU action and interpret the Constitution upon request of the ASB President or Senate.
2. To have original Jurisdiction in cases of alleged violations of BSU or ASBSU regulations and other ASBSU actions.
3. To delegate judicial authority to lower ASBSU recognized judicial bodies.
4. To hear appeals from decisions of lower judicial bodies.
5. To enjoin ASBSU government officials from taking action contrary to the decisions of the ASBSU Judiciary.





## Academic Grievance Board

The jurisdiction of the Academic Grievance Board is established to maintain high academic standards and performance and to protect objectivity and fairness in assigning, administering, and evaluating student performance in all matters of grievance pertaining to academic conduct, instructional procedure, or testing.

The Academic Grievance Board has the ultimate authority in academic matters. No appellate provision will be available at Boise State University.

### Procedure:

In order to obtain a hearing by the Academic Grievance Board the plaintiff should:

1. Present the grievance to the faculty member concerned first, then the Department Chairman if no solution is reached, and finally the Dean of the school if there is no satisfaction with the first two contacts.
2. If the problem was not solved after contacting the professor, Department Chairman, or Dean of the school, then present the grievance to the ASB Vice President.
3. Once the ASB Vice President has accepted the complaint, the plaintiff is required to file the "Grievance Complaint Form".



4. After the Grievance Complaint Form is returned, the ASB Vice President notifies the defendant of the complaint and requests him to respond on the "Academic Response Form".

5. When the form is completed and filed, the Vice President of the ASB shall establish the time, place and date for the hearing.

The Board is empowered to mandate or recommend changes relating to student grades and behavior and to recommend changes relating to academic conduct, instructional procedure, and testing.

Recommendations regarding students will be referred to the Vice President for Student Affairs. Recommendations regarding faculty members will be referred to the Executive Vice President.

The Academic Grievance Board's membership consists of five (5) student senators, one from each school in the University, and one (1) from the division of Vo-Tech. Five (5) faculty, one from each school and one (1) from Vo-Tech, are appointed by the Chairman of the Faculty Senate, plus a representative from the Student Affairs staff appointed by the Vice President for Student Affairs. All members of the Grievance Board have equal voting power.

## Residence Hall Judicial Boards

Each residence hall has its own Judicial Board to hear all cases which involve residents of the hall and infractions of all policies and procedures. The composition of each Judicial Board varies, but in each case is comprised completely of students within that particular hall. When a problem arises within or associated with a residence hall or with a member of a hall, it should first be taken to a Resident Advisor or the Resident Director and then to the Director of Student Residential Life. If a satisfactory solution is not reached through these people, then the complaint or problem will be referred to the Residence Hall Judicial Board. This body has original jurisdiction on all cases pertaining to that dorm. Any appeals from the Residence Hall Judicial Board hearings will be referred to the ASBSU Judicial Council.

## BSU Panhellenic

When a sorority believes there has been an infraction, a written report signed by the accusing sorority with a copy provided for the accused must be submitted to the Panhellenic President within twenty-four (24) hours after the infraction is known.

A conference of representatives of the groups involved must be called immediately to reach an amicable solution if possible. If it is determined that an infraction has occurred or the question remains in doubt the case will be referred immediately to an ad hoc Judiciary Committee selected by the Panhellenic for a decision.

The Panhellenic President's name, address, and phone number may be obtained from the Assistant Director of Student Activities.

# JUDICIAL PROCEDURES

## PART I. Filing Complaints

**A.** If any member of the University community feels he/she has a legitimate grievance against any other member or group of the University community, he/she should contact and consult with the Assistant Director of Student Activities. Likewise, if any member of the University community feels he/she has been discriminated against on the basis of race, color, religion, national origin, sex, or age (as provided for in Title VI and Title IX), he/she should contact the Assistant Director of Student Activities or the Affirmative Action Director. (For further information, see BSU Policy 6-2.)

The purpose of the consultation is to assess the validity of the grievance and to assure compliance with the procedures for filing complaints.

**B.** If, after such consultation, the plaintiff wishes to pursue the judicial process, the following should be secured:

1. A concise STATEMENT OF FACT, naming the defendant, the specific charges, the factual details of the incident, witnesses, date, time, and place.

2. A STATEMENT OF FACT from each witness.

3. Any evidence, if applicable.

**C.** The Assistant Director of Student Activities will then counsel the plaintiff on the meaning of the charges, time and place of the hearing, and any other information the plaintiff may need.

## PART II. Defendant's Rights

The Assistant Director of Student Activities notifies all parties or groups named in the official complaint that charges have been filed and requests the defendant(s) to come in for an interview and to respond to the allegations.

**A.** The defendant(s) must consult with the Assistant Director and file:

1. A STATEMENT OF FACT relating the factual details of the incident, witnesses, date, time, and place.

2. A STATEMENT OF FACT from each witness.

3. Any evidence, if applicable.

4. A waiver of NOTICE OF HEARING, if desired.

**B.** The defendant(s) is advised of his/her rights as prescribed below:

1. The defendant(s) is advised of the specific charges against him/her, the Judiciary Board Membership, and general procedures for a Board hearing.

2. The defendant(s) is also counseled as to the meaning of the charges; decisions of the Judiciary in similar cases; affect of a plea of guilty; provisions in the code pertinent to this case; date, time, and place of the hearing; and any other information the defendant(s) may desire regarding the judicial system.

3. The defendant(s) will be notified of the date, time, and place of the hearing at least seven (7) days before the scheduled hearing. The defendant(s) may, in writing, waive the seven (7) day notice of hearing.

4. The defendant(s) may elect in writing to waive a hearing and to have the case adjudicated by an appropriate Student Affairs Officer. In this instance, the avenue of appeal is through the appropriate Student Affairs Officer rather than a judicial body.

5. The defendant(s) may appear in person at the hearing with or without an advisor. Non-appearance of the defendant will not be interpreted as an admission of guilt.

- a. The defendant(s) may agree in writing not to contest the case. The Board will then hear the written pleas or statements of the defendant(s), all other facts or evidence related to the case and render a decision.

- b. If the defendant(s) does not notify the Board of his/her intentions and does not appear, the Board will proceed with a review of the case at the stated date, time, and place.

6. Other procedures of the Hearing Board are:

- a. Normally all hearings will be closed to the public at the option of the defendant(s). The Chief Justice, or chairman, will have discretionary power to limit the number of observers.

- b. A complete written or taped transcript of the hearing will be recorded and preserved until all and any appeals have been filed or heard for a minimum period of time.

## PART III. Counsel or Advice

**A.** All parties to the grievance have the option and are encouraged to counsel with the Assistant Director of Student Activities about their personal rights in these procedures.



**B.** If requested, the Assistant Director's Office may act as or recommend an advocate to the plaintiff(s) and/or the defendant(s).

**C.** The Assistant Director's Office does not decide or adjudicate in or on any infraction, dispute or case.

#### **PART IV. Appeal Procedures**

1. All petitions for appeal shall set forth a concise statement of facts clearly establishing one or more of the following grounds for appeal:

- a.** The decision was unreasonable,
- b.** The Board was biased,
- c.** The Board misinterpreted the Student Code.

In any case where new evidence is involved, there shall be a new hearing with the last judicial body to hear the case.

2. Appeals from the lower judicial body should be made to the next higher body, i.e., ASBSU Judiciary, or Student Policy Board, through the office of the Vice President for Student Affairs. All appeals must be in writing and submitted within seven class days of the decision with copies to the original and **last** judicial body. The appeal should include the reason for the appeal. In cases involving new evidence, the appeal should be submitted to the last judicial body, requesting a new hearing.

3. When a written appeal is received, the appropriate judicial body will convene to review the appeal and related written documentation in order to determine whether to accept the appeal. If an appeal is accepted, the appropriate judicial body may, at its own discretion, act on the appeal on the basis of written documentation or may conduct a new hearing. The review of an appeal will be done in a closed session.

4. Appeals from decisions of the Student Policy Board may be made through the office of the Vice President for Student Affairs. The appeal must be in writing giving full details of the case and specific evidence or justification for the appeal within seven class days of the previous decision.

## **General Residence Hall Policy**

### **Fire Drills**

In compliance with the law, fire drills are held periodically - usually unannounced. When the fire alarm rings, the hall must be evacuated immediately. Residents who fail to comply with this requirement may be asked to move out of the hall since the University cannot be responsible for their safety.

Anyone found turning in a false alarm, tampering, damaging, or in any way using fire equipment or safety apparatus for other than its intended use will be immediately dismissed from the residence hall, fined, and subject to further action by the University authorities.

Electrical wiring or alteration of existing wiring by students is prohibited.

### **Alcoholic Beverages**

The use, possession or furnishing of alcoholic beverages on the campus or in any University operated or related housing is prohibited. Intoxicants and/or containers are not permitted in any hall, or at any social function under University supervision, nor in cars parked on campus.

### **Illegal Drugs**

The use and/or possession of drugs or narcotics classified as illegal is prohibited except for those legally prescribed by a licensed doctor of medicine.

### **Pets**

Health standards prohibit animals and/or pets in any University building except for seeing eye dogs and animals maintained for educational purposes.

### **Firearms**

Firearms, or anything that can be considered a weapon or used as such, are prohibited in student rooms. If any such item is brought to the residence hall, it must be registered and stored in an arms locker provided for this purpose. The University is not responsible for items stored on the premises. Possession or use of firearms or explosives (including fireworks) on campus or in the residence hall is forbidden.

### **Overnight Guests**

Arrangements for overnight guests in the hall may be made if space is available. Permission from the Resident Director or R.A. must be obtained and registration of the guest is made at the main control desk.

*THESE REGULATIONS ARE TO BE OBSERVED BY ALL RESIDENTS IN ALL HALLS. Offenders are subject to disciplinary action.*

### **Quiet Hours**

Quiet hours for study are observed from 7:00 p.m. to 7:00 a.m., Monday through Thursday. Residents in the hall during these hours are asked to maintain a quiet atmosphere in deference to those who may be studying.

### **Quiet Hours Floors/Suites**

Each residence hall provides the opportunity to live on a "quiet hours" floor/suite. This is designed for those students who would prefer a more extended quiet period and atmosphere suited specifically to study. The residents of these floors/suites enjoy all of the same services and programs available to the other students in the hall. If you wish to select this option, please so indicate on the application-contract form. Assignment will be made according to the date of application; if an insufficient number of students indicate this option, assignment will be made on the basis of the other indicated preferences for those individuals involved.

### **Visitation**

Each residence hall will make recommendations concerning visitation to its Hall Council in accordance with guidelines established by the State Board. The Council will present these recommendations to the Director of Student Residential Life.

Along with regular visitation hours, the dorms' main lounges are open 24 hours daily. All visitors must be accompanied by a resident.

It is important that all residents attend all meetings in order that the details be completely understood. Once regulations for YOUR hall are established, it is the responsibility of each individual to become familiar with the final rules.



# Student Organizational Policies

Student organization and activities policies are made jointly by the ASBSU Senate and the University Administration and are administered by the Director of Student Activities and Student Union. The Programming Office is located in the Student Union. The Director of Student Activities and Student Union and his staff are available for consultation and advice on policies, procedures and expenditures pertaining to student organizations as well as planning, scheduling, and implementing programs, activities, and social events.

## A. ORGANIZATION DEFINED

1. Any group of students living or acting together electing officers, and/or assessing dues or fees for their mutual benefit.
2. All voting members and officers must be full-time students at Boise State University.
3. All groups of students fitting the definition of an organization in No. 1 above must be officially recognized by Boise State University through the ASBSU Judiciary and the ASB Senate.

## B. RECOGNITION AGREEMENT

Basically, recognition of a group or organization extends the privilege to them of identifying themselves with the University and of using University facilities. The group agrees to accept those regulations and policies necessary for the protection of the University's essential functions, for equal sharing of time and space, and to assure the reasonable health and safety of the community. The student organization also agrees to restrict active membership to regularly enrolled full-time students, faculty and staff of the University and their families.

Prior to applying for formal recognition, a student group on campus may obtain permission from the Assistant Director of Student Activities to schedule three meetings in the Student Union Building for the purpose of organizing as a recog-

nized group. Recognition of student groups does not mean that the University supports or adheres to the views held or to positions taken by such groups. Responsibility for any actions which violate federal, state, or local laws must be assumed by the group itself. See Page 16 for specific requirements.

## ACTIVITY SCHEDULING

A comprehensive "Master Calendar of Events" is maintained in the Programs Office of the Student Union. Any organization recognized by the ASBSU Senate may schedule, sponsor or hold activities utilizing appropriate University facilities, property, buildings and grounds, providing that all events are scheduled in the Student Union Operations Office for events held in the Union and through the Student Union Programs Office for events held elsewhere on or off campus. On Campus, telephone 1448 for further information.

### Procedures

1. Social Chairmen or representatives of recognized organizations must contact the SUB Operations Office and obtain an "Activity Scheduling Form". The staff will be happy to offer assistance and instructions in filling out the form and scheduling your event.
2. Residence Hall and fraternal/sorority social activities are also required to be scheduled in advance with the Programs Office by the organization's social chairman. The Resident Director and the Resident Hall Activities Coordinator should be notified of the activities being held in a residence hall.
3. All student activities *on or off* campus, must be scheduled on an "Activity Scheduling Form" and listed on the Master Calendar of Events.
4. The sponsoring organization is responsible for the conduct, control, and handling of the event at all times. Maintenance, security or other staff present are there to assist, advise, and only if necessary, make a decision for the University when asked or in cases obviously beyond the control of the organiza-

5. Tentative dates and room assignments for pending events in the SUB may be scheduled with the Operations Office. However, the event must be either definitely confirmed with a completed and approved "Activity Scheduling Form" or the dates canceled on the "Master Schedule" at least two weeks prior to the tentative date.

a. No publicity may be released *until* the "Activity Scheduling Form" is completed and approved.

b. All advertisement and posters must be removed the afternoon after the event.

6. Times for decorating the facility used should be indicated on the "Activity Scheduling Form", and must be confirmed in person with the Director of the facility used well in advance of the date scheduled.

7. "Activity Scheduling Forms" must be picked up at least three weeks prior to the event to allow adequate time for completion of the form (i.e. approval of dates and facilities) and for completing all necessary arrangements.

8. Without the approved "Activity Scheduling Form" the possibility strongly exists of conflicting dates, competitive events on the same date, and pre-scheduled facilities. It is in your best interest to make sure your event is organized and planned well in advance.



# Other University Policies

## SOLICITING

1. **Soliciting Agents** are defined generally as any sales person selling a product or service for personal profit or gain. This definition includes religious proselyters, charity and/or donation representatives.

2. **University Policy:**

a. All solicitation of students for funds for whatever purpose is prohibited on campus unless authorized by the Vice President for Student Affairs.

b. No canvassing of the residence halls, Student Union or other university-owned buildings for potential customers is permitted. This includes door-to-door or person-to-person selling.

(1) An Agent may visit or conduct business with a specific student only when invited or requested by that student.

c. Sales representatives may use certain restricted facilities in the Student Union Building with the express written consent of the Director of Student Activities and Student Union. They are also encouraged to advertise in the official University newspaper.

## FUND RAISING

For the purpose of this handbook, the term "fund raising" refers to those events which intend to raise additional monies not included in the ASBSU budget through the solicitation of donations, the charging of admission, or the selling of products or services.

1. The authority to approve or disapprove all activities and requests involving the solicitation of funds or fund raising for whatever purpose is vested in the Vice President for Student Affairs.

2. In view of the above regulation, student organizations are unable to solicit funds on campus without prior approval. Student organizations should check with city officials for off campus solicitation regulations.

3. The Vice President for Student Affairs has delegated his authority as follows:

a. Where fund raising involves the sale of products or services on the premises of the Student Union, prior application must be made and approval gained first from the Director of Student Activities and Student Union.

b. For all other fund raising activities, including the charging of admission by recognized student groups, prior application must be made and approval granted by the ASB Senate, and/or SUPB through the Office of the Director of Student Activities and Student Union.

c. In all cases of fund raising, applicant organizations are required to file written applications on the forms provided with the Programming Office.

## SPEAKER'S POLICY

Reference: Idaho State Board of Education Policy Manual; Policy No. 707.2

Students and student organizations shall be free to express their views and to examine all issues of interest to them. They are also free to support causes by orderly and peaceful

assembly which do not infringe upon the rights of others or with the regular and essential operation of the institution.

## Scheduling of Speakers

Officially recognized student groups are allowed to invite or to hear any person of their own choosing. As with any activity, routine procedures are required before a speaker is invited to appear on campus. These procedures are desired only to insure orderly scheduling of facilities, financial responsibility, and adequate preparation for the event. University control of campus facilities will not be used as a censorship device. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by either the sponsoring group or the University.

All recognized sponsoring groups or committees are to obtain an Activity Scheduling Form from the Information Center or Scheduling Office in the SUB, complete the necessary information and file the form with the Programming Office in the Student Union.

### A. Political Speakers

Only Student Union facilities may be used for the presentation of a candidate's views during political campaigns and only when approved by the Vice President for Student Affairs.

### B. Controversial Speakers

In highly controversial issues, it is recommended that speakers with opposing views be invited and given equal facilities and consideration. The sponsoring student group will not necessarily be held responsible for unforeseeable illegal actions on the part of their guest speaker, but will be held responsible if they have prior knowledge or intend themselves to sponsor events in violation of the law or to purposely incite illegal acts. Guest speakers are accountable for their actions under valid general laws and are not immune from legal action if so warranted.





## UNLAWFUL CONDUCT OR INTERFERENCE ON UNIVERSITY PROPERTY

Reference: Idaho Code, Sections 33-3715 and 33-3716.

**33-3715.** Interference with conduct of institutions of higher learning - Legislative intent. The legislature, in recognition of unlawful campus disorders across the nation which are disruptive of the educational process and dangerous to the health and safety of persons and damaging to public and private property, establishes by this act criminal penalties for conduct declared in this act to be unlawful. However, this act shall not be construed as preventing institutions of higher education from establishing standards of conduct, scholastic and behavioral, reasonably relevant to their lawful missions, processes, and functions, and to invoke appropriate discipline for violations of such standards.

**33-3716.** Unlawful conduct - Penalty.

1. No person shall, on the campus of any community college, junior college, college, or university in this state, hereinafter referred to as

"institution of higher education", or at or in any building or facility owned, operated, or controlled by the governing board of any such institution of higher education, willfully deny to students, school officials, employees, and invitees:

a. lawful freedom of movement on the campus;  
b. lawful use of property, facilities, or parts of any institution of higher education; or  
c. the right of lawful ingress and egress to the institution's physical facilities.

2. No person shall, on the campus of any institution of higher education, or at or in any building or other facility owned, operated, or controlled by the governing board of any such institution, willfully impede the staff or faculty of such institution in the lawful performance of their duties, or willfully impede a student of such institution in the lawful pursuit of his educational activities, through the use of restraint, abduction, coercion, or intimidation, or when force and violence are present or threatened.

3. No person shall willfully refuse or fail to leave the property of, or any

building or other facility owned, operated, or controlled by the governing board of any such institution of higher education upon being requested to do so by the chief administrative officer, his designee charged with maintaining order on the campus and in its facilities, or a dean of such college or university, if such person is committing, threatens to commit, or incites others to commit, any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.

4. Nothing in this section shall be construed to prevent lawful assembly and peaceful and orderly petition for the redress of grievances, including any labor dispute between an institution of higher education and its employees.

5. Any person who violates any of the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars (\$500), or imprisoned in the county jail for a period not to exceed one (1) year, or by both such fine and imprisonment.

## STUDENT BILL OF RIGHTS

### Preamble

Ideally, each member of the University community assumes individual responsibility for his/her personal freedom and obligations. The university community expects all members to discipline themselves, individually and collectively, and it requires adherence to the standards of conduct appropriate for an academic community. It must and will take appropriate action when a member's conduct places the best interests of the community in jeopardy. Each student, as a member of this community, is responsible for being familiar with the policies of Boise State University.

Students are both (1) citizens and (2) members of the academic community. As (1) citizens, they enjoy the same freedoms of speech, peaceful assembly, and right of petition that other citizens enjoy. As (2) members of the academic community, they assume the obligations inherent in that membership and as

representatives of the university. These obligations include a creditable demeanor for themselves first and the institution second, reflecting intelligence, maturity, concern for the rights of others, and regard for the education mission of the university.

For the purposes of applying this statement, a "student" is defined as any person who is regularly enrolled in the university as an undergraduate student, graduate student, or who is admitted as a non-matriculated student, or who is pursuing extension studies.

### Freedom of Association

Students are free to organize and to participate in voluntary associations of their own choosing, subject only to reasonable university regulations insuring that such associations are neither discriminatory in their treat-

ment of other members of the university nor operated in a manner which substantially interferes with the rights of others. Freedom of association may not be forbidden because of the general political or philosophical objectives of any particular group. However, campus groups or organizations are under a strong obligation to avoid representing their actions or views as those of the university.

### Recognized Campus Organizations

A recognized organization is a group of BSU students organized for a stated purpose which has official recognition from the ASBSU. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition nor from the use of university facilities, although

reasonable provisions may be made to safeguard the autonomy of a campus organization from domination by outside groups. (See Student Handbook: Recognition of Student Organizations)

## Freedom of Speech and Assembly

No rule shall restrict any student expression solely on the basis of disapproval or fear of his/her ideas or motives. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. Modes of expression or assembly that are manifestly unreasonable in terms of time, place or manner may be forbidden. This does not, however, abrogate the students' accountability as citizens to the laws of the larger society.

1. Students and student associations shall always be free to support causes by orderly and peaceful assembly which do not infringe upon the rights of others. Such expressions are to be made clear to the academic and larger community that they represent views of the students or student associations and not the university.

2. Student groups are allowed to invite and to hear any person of their own choosing. Routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed so as to insure that there is orderly scheduling of facilities and adequate preparation for the event. Institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution. (See Student Handbook: Speaker's Policy)

## Freedom of the Press

There shall be no ideological censorship in the determination of printed matter available on campus; access to publications is not to be denied because of disapproval of their content. Any student publication supported by compulsory student fees or by substantial institutional subsidy shall, however, be subject to the rules and regulations of the State Board of Education acting as trustees of Boise State University or their designees.

## Freedom in the Classroom

The classroom is not an unstructured political forum; it is the center for study and understanding of described subject matter for which the instructor has professional responsibility and institutional accountability. S/he should respect the confidential nature of the relationship between instructor and student. S/he should avoid exploitation of students for private advantage and should acknowledge significant assistance from them. S/he should protect student rights as defined herein. Control of the order and direction of class, as well as control of the scope and treatment of the subject matter, must, therefore, immediately rest with the individual instructor, free from distraction of disruption by students or others who may be in disagreement with the manner in which s/he discharges his/her responsibilities.

1. A student has the right to be informed in reasonable detail at the beginning of each term of the nature of the course, the course expectations, the evaluative standards and the grading system that will be used.

2. A student has the right to take reasonable exception to the data or views offered in the classroom and to reserve judgment about matters of opinion, without fear of penalty.

3. A student has the right of protection against improper disclosure of information concerning his grades, views, beliefs, political associations or character which an instructor acquires in the course of his professional relationship with the student.

4. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled (See Student Handbook: Academic Grievance Board)

## Student Records

When a student enters the university and submits the requested personal data, there is an assumed and justifiable trust placed upon the university to maintain security of that information for the protection of the rights of the student. To safeguard student privacy, student records are not to be made available to unauthorized on-campus or off-campus personnel without the express consent of the student. Administrative staff and faculty members are expected to respect confidential information about students which they acquire in their capacity of providing counsel and advice. The student shall have the right of access to his/her official university record.

## Equal Protection

The University has an obligation to apply its rules equally to all students who are similarly situated. This does not mean, however, that the University is required to refrain from taking action against some offenders because there are others who cannot be identified or who are not similarly charged. If in violation of any rules or policies of the university, procedural fairness is guaranteed to any student of the university. Such fairness incorporates adequate notice of the charges, the opportunity for a fair hearing and the right of appeal. (See Student Handbook: Judicial Procedures)

